

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
May 25, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held Monday, May 25, 2020
Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:02pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Palmer), SECONDED (Maclean) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of April 27, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: 4.1 Financial Statements to March 31, 2020
5.7 Gutter Remediation as per AGM Resolution 'A'

New Business: None

4. FINANCIAL

4.1 Financial Statements: to March 31, 2020

The financial statement to March 31, 2020 were not available for review by council at the council meeting of April 27, 2020 but have since been received and reviewed by Treasurer Buttolph and council.

It was MOVED (Buttolph), SECONDED (Roy), and CARRIED that Elgin Pointe Council approves the financial statements as at March 31, 2020.

4.2 Financial Statements: to April 30, 2020 as per attached reports including:

- Treasurer's Quarterly Report – Q1.2020
- Treasurer's Monthly Report }
• CRF Reconciliation } All as of April 30, 2020 (fiscal month 2020.03)
- Income & Expense Reconciliation }
- Petty Cash Balance Sheet as of May 25, 2020 (fiscal month 2020.04)

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.3 Accounts Receivable as of April 30, 2020: \$2,850.64 (This amount relates to timing of strata fees on recently sold units and is expected to clear in full by end of May.)

4.4 Petty Cash Reconciliation as of May 25, 2020: \$234.36 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

Depreciation Report Update: Finalized report is awaited, to be mailed to Agent Corneille the week of May 25 – 29.

5.2 Water Damage:

Two different issues have been identified.

5.2.1 Condensation in Basement Walls: This does NOT appear to be the result of water ingress but by condensation as previously dealt with within the complex. Contractor has removed most of the north wall in the basement to continue investigation to identify the extent of the damage and the root cause. Several areas of the wall footplate were found to be damp from condensation moisture but so far there is no evidence of water entering the basement from the exterior.

Exploratory work continues. Quote awaited from spray foam contractor.

5.2.2 Leak or Break in Perimeter Drain: This is by far the larger and more challenging of the problems as the damage is nine to ten feet below ground level and will potentially require a ten-foot deep trench along the side of the house. Due to the risk of collapse on a worker, current contractor will not undertake this repair and is sourcing a specialist utility company well experienced in this type of work. Further report is awaited.

There is no evidence of ingress at this time due to generally dry weather; however, because of the potential for a much larger problem and even more costly repair later, council feels this must be addressed as soon as possible before the heavy rains in the fall and winter.

5.3 LED Lights in Five Exterior Tall Standards:

Project is delayed due to backlog at the Canada/US border.

5.4 Water Ingress:

5.4.1 Broken Roof Tile: Garage drywall damage repair has been completed. Invoice is awaited.

5.4.2 Water Ingress Through Basement Window: Damage was caused by a poorly installed basement window which has been repaired. This was a much larger repair than originally thought. Total repair cost: \$3,450.30.

5.5 Window Cleaning: Project completed.

5.6 Gutter Cleaning: Project completed.

5.7 Gutter Remediation (as per AGM Resolution **'A'**):

It was MOVED (Buttolph), SECONDED (Roy), and CARRIED that Elgin Pointe Council approves spending up to \$10,500 + GST for gutter remediation, repairs and flashings.

Of this, \$8,000.00 will be paid from the CRF as per Special Resolution 'A' as approved at the AGM and the remainder will be paid from the Maintenance Budget.

Agent Corneille to coordinate with contractor and Councillor Buttolph.

A quote to replace all gutters will also be obtained as Council felt this would be good information to have.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

Completed

- Two front gardens were planted with annuals by James (Vista) and his crew.
- Laurel around bench in front garden has been trimmed and repaired as much as possible.
- Backyard pink dogwood tree which had been believed to be dead has shown signs of life. As agreed with owner, it will not be removed with the hope that it fully recovers.

Ongoing

- Several owners have requested that specific bushes, hedges, shrubs and trees be pruned or removed to suit their personal preferences. Council would like to remind owners that pruning and tree removal are done by the landscaping contractor, following the agreed guidelines and maintenance schedule for the complex

6.2 Maintenance:

- Painting Touch-Ups: Contractor will be painting the fascia boards on 16 units throughout the complex. They have also been asked to repaint all lamp standards.

It was MOVED (Alpen), SECONDED (Buttolph), and CARRIED that Elgin Pointe Council approves spending up to \$1,700.00 plus tax for the painting of fascia board trim and light standards as required.

- Fascia Board Repairs: Fascia boards need to be cut and trimmed where they meet the roof on 11 units. Contractor has been asked to provide a quote for this work. Work to be coordinated with councillors Alpen and Buttolph for applicable units.

- Window Well Cleaning: Window wells in two units were scraped and bleached to remove/control mushroom and fungi growth.
- Additional Gravel Required: It was noted that gravel is required in two locations:
 Unit: To cover an exposed drainpipe in the window well.
 Unit: To fill in where ground has subsided around window well.

 Councillor Buttolph to order the gravel for both sites.
- Leaf Catchers on Gutters: Councillors Alpen and Buttolph have been installing leaf catchers on various units with highest exposure. Project is ongoing.
- Clubhouse Windows Cleaned: All clubhouse window screens, windowsills and tracks, and window wells have been cleaned,

A special thank you to Willa Alpen for assisting Councillors Alpen and Buttolph in this effort.

6.3 Communications/Website:

- No issues this month, and no changes to the website.
- The following is a summary of the number of visits to the various pages of the EP website.

Web Page Visited	Period ending / Reporting Days							
	25-May-20	31	24-Apr-20	60	24-Feb-20	28	27-Jan-20	43
Bulletin Board	260		197		153		235	
Clubhouse Bookings	21		49		25		22	
Community	25		96		27		33	
Documents	67		219		80		84	
Emergencies	14		31		16		24	
FAQ	16		68		35		52	
Home	711		1389		539		947	
Login	251		625		223		310	
Notices and Bulletins	12		36		20		16	
Parking Passes	7		9		8		5	
Visitors	36		91		34		92	

7. CORRESPONDENCE

As per the attached Correspondence Tracking List dated May 25, 2020.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported DIRECTLY TO AGENT CRISTIN CORNEILLE and NOT to Council members.

*Agent Corneille may be reached by:
 email: cristin@peninsulastrata.com*

phone: (604) 385-2242 Ext. 101

*** Always include your unit no. on any correspondence. ***

8. NEW BUSINESS

8.1 Roof Tile Replacement: ..

Awaiting selection of suitable replacement tiles before repairs may be started. Agent Corneille to follow up with roofing contractor.

8.2 Dryer Lint Buildup at Dryer Roof Vents:

During the recent roof tile inspection, the contractor reported noticeable lint buildup around the dryer roof vents on several units. Council agreed to request them to remove the lint buildup.

When dryer vents are next cleaned, the contractor will be specifically asked to ensure the area surrounding the roof vents be cleared of any buildup.

8.3 Roof Tile Inspection:

Project ongoing.

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves spending \$2,500.00 plus tax to inspect roof tiles and repair as required, so far as this amount will allow.

This project to be managed by Councillor Buttolph.

9. MEETING ADJOURNED

The meeting adjourned at 4:35pm.

The next meeting is scheduled for Monday, June 22, 2020 at 3:00 pm via Zoom due to the ongoing COVID19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in item 4.2.
- Correspondence Tracking List dated May 25, 2020 as per item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of MAY 25, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management
Unit A: Unit owner originating the correspondence
Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	08/19/19	E	Side tap needs replacing	COMPLETED
2.	10/08/19	E	Pine tree removal in back yard	Ongoing. Will be removed by Vista as part of next scheduled tree removals (in Aug/Sep)
3.	11/07/19	E	Brown spots on ceiling	Ongoing. Quote received but work not completed – on hold at owner's request due to COVID-19.
4.	11/25/19	E	Gutter guards	COMPLETED
5.	01/02	E	Gutter is leaking at the corner of the garage and the sidewalk to the front door. It is starting to affect the fascia board in the area.	Ongoing
6.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
7.	2/3	E	Clogged gutters	COMPLETED
8.	2/14	E	Rotting and leaking fascia boards	COMPLETED
9.	2/24	E	Concern that the paint feathering won't match	Ongoing. Delayed due to COVID-19
10.	2/27	E	Two items noted on home inspection report: a) mortar joints outside should be caulked and b) minor rot in the window well	COMPLETED
11.	3/5	E	Hedge in backyard is too high	COMPLETED
12.	3/6	E	Mould in window well	COMPLETED
13.	3/6	E	Broken irrigation head in the front yard	COMPLETED
14.	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
15.	3/16	E	Back door window seal	Ongoing
16.	3/28	E	Left side gutter overflowing	COMPLETED
17.	4/9	E	Needs gate repaired	Ongoing

18.	4/14	E	Door seal gone on patio door	Ongoing
19.	4/14	E	Gutter above front door drips	Ongoing
20.	4/16	E	Wasps	Ongoing
21.	4/22	E	Gutter at back gate overflowing	COMPLETED
22.	4/22	E	Ash tree in backyard needs pruning	Ongoing. Will be done as part of next general pruning.
23.	4/27	E	Substantial leak in a corner of eaves-trough, located in the corner above the gate entrance to the back yard.	Ongoing
24.	4/27	E	Leak over garage	COMPLETED
25.	5/1	E	Tree between units 30 and 31 appears dead	COMPLETED
26.	5/4	E	Azalea plant in front yard, near the main entrance door, is dying	COMPLETED
27.	5/5	E	Peeling paint on door	Ongoing
28.	5/6	E	Cracked roof tiles	COMPLETED
29.	5/6	E	Irrigation system issue	COMPLETED – irrigation contractor inspected but found no leak in the system
30.	5/8	E	Noisy “leaf catchers”	COMPLETED
31.	5/9	E	Wasp nest	COMPLETED
32.	5/9	E	Query re: touch up painting in the Minutes	COMPLETED
33.	5/11	E	Rotten stairs and gate	Ongoing (refer also #40)
34.	5/11	E	a) Front door needs painting and b) Gate is rotten	Ongoing
35.	5/11	E	Would like to replace the 18 x 18 pavers between units 4 and 5 with 24 x 24 pavers. Unit beside agrees with this plan.	COMPLETED
36.	5/12	E	Request for pruning of the side cedars in the back yard - would like the height reduced to tie in with the fence and the laurels.	Ongoing
37.	5/13	E	Email response regarding tfine	COMPLETED
38.	5/13	E	Needs an irrigation head adjusted	COMPLETED

39.	5/4	E	We have had one gutter corner on the front leaking for a while. Since the gutter cleaning we now have a second corner leaking in the back.	Ongoing
40.	5/15	E	Revised request. Replace existing gate with a see-through gate, while the steps and railings can be replaced using existing plans.	Ongoing (refer also #33)
41.	5/15	E	Response to an email sent about roof tiles which need to be replaced.	COMPLETED
42.	5/17	E	Irrigation gusher	COMPLETED
43.	5/20	E	Request to install artificial turf in the grassed area of the back yard. The turf would replace the originally grass covered area of 250 square feet.	COMPLETED
44.	5/21	E	Request to have a professional landscaper prune the azaleas at the front of unit. All at owner's expense.	COMPLETED

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of April 30th, 2020

Fiscal Year 2020, Fiscal Month FM-03.

For Council Meeting of May 25th, 2020.

- 1) CRF fund stands at \$185,635.28
 - a. The total Insurance loan from the CRF was \$255,917.
 - b. The Monthly repayment to the CRF from the Operation account is \$21,326.42. The loan will be repaid by end of the Fiscal year.
- 2) AR total outstanding = \$2,850.64, related to timing of Strata fees on recently sold units.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$21,518.35
- 4) Petty Cash balance on hand (as of April 30th) = \$234.36
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2020 FISCAL MONTH FM-03.

BCS1501 CRF Reconciliation to (April 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
	FORECAST												
4	May 31 2020					\$9,099.50						\$0.00	\$0.00
5	June 30 2020					\$9,099.50						\$0.00	\$0.00
6	July 31 2020					\$9,099.50						\$0.00	\$0.00
7	August 31 2020					\$9,099.50						\$0.00	\$0.00
8	September 30 2020					\$9,099.50						\$0.00	\$0.00
9	October 31 2020					\$9,099.50						\$0.00	\$0.00
10	November 30 2020					\$9,099.50						\$0.00	\$0.00
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
Year-End Totals						\$109,194.00						\$0.00	\$0.00
Average/Unit													

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-03.

BCS1501 Income & Expense Reconciliation (to April 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)
 RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	0.00	\$0.00					
1	February 29 2020	-3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-3,682.59
2	March 31 2020	20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	24,321.94
3	April 30th 2020	21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	879.22
	FORECAST							
4	May 31 2020	0.00	\$0.00	\$48,225.00				0.00
5	June 30 2020	0.00	\$0.00	\$48,225.00				0.00
6	July 31 2020	0.00	\$0.00	\$48,225.00				0.00
7	August 31 2020	0.00	\$0.00	\$48,225.00				0.00
8	September 30 2020	0.00	\$0.00	\$48,225.00				0.00
9	October 31 2020	0.00	\$0.00	\$48,225.00				0.00
10	November 30 2020	0.00	\$0.00	\$48,225.00				0.00
11	December 31 2020	0.00	\$0.00	\$48,225.00				0.00
12	January 31 2021	0.00	\$0.00	\$48,225.00				0.00
	TOTALS			\$578,700.00	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.47		\$7,623.68		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
 Petty Cash: BALANCE SHEET as of April 30th, 2020. Fiscal Month FM-03.
 Provided for Council Meeting of May 25th, 2020.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Opening Balance (Transferred from Fiscal 2019)	
C/B	02/29/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Closing Balance (February 2020)	
C/B	03/31/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Closing Balance (March 2020)	
C/B	04/30/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Closing Balance (April 2020)	

BCS1501 - FISCAL 2020. FM-03.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: May 25th, 2020.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **FIRST QUARTER** Financial Summary for Fiscal Year 2020.

((February 1st, 2020 – April 30th, 2020))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME Total **Income** for the first quarter (Q1) was \$145,090.

This is a combination of Strata Fees (\$144,675) plus miscellaneous income (\$415).

EXPENSE Total **Expenses** for the first quarter (Q1) year were \$123,572.

Therefore, the current account has a positive balance of \$21,519 heading into the second quarter which is when several seasonal costs are incurred.

CRF The **Contingency Reserve Fund** stands at \$185,635 at the end of Q1.

The annual Strata Insurance was paid for with a loan from the CRF during Q1. This loan is being repaid monthly and will be fully repaid by year end.

OUTLOOK Capital projects started in April and these costs will be charged to the CRF as agreed at the AGM.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
April 27, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held April 27, 2020

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom.

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 2:58 pm.

NEW COUNCIL

This was the first official meeting of the 2020-21 council following the AGM on March 24, 2020. All councillors in office as at the AGM agreed to stand again for office with the addition of new councillor Helen Maclean. Incumbent councillors retained their positions as noted above and Helen has assumed the role of Landscaping Liaison, previously held by President Hensman in an acting capacity.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Roy), SECONDED (Palmer) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of February 24, 2020.

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3. ADDITIONS TO THE AGENDA

Business Arising:

New Business:	8.5	CRF Loan
	8.6	Gutter Cleaning
	8.7	Window Cleaning
	8.8	Sprinkler Activation

4. FINANCIAL

4.1 Financial Statements:

4.1.1 Financial Statements to February 29, 2020

It was MOVED (Buttolph), SECONDED (Maclean), and CARRIED that Elgin Pointe Council approves the financial statements as of February 29, 2020.

4.1.2 Financial Statements: to March 31, 2020

The complete financial statements as of March 31, 2020 have not yet been provided for review by Treasurer Buttolph and Council. This delay is due to the challenges resulting from the COVID-19 isolation guidelines.

4.2 Accounts Receivable as of March 31, 2020: \$31,391.04 due to a new budget being approved in March and the fiscal yearend being January 31, 2020.

It was noted by Cristin Corneille that she has been told this will be cleared by May 1, 2020.

4.3 Petty Cash Reconciliation as of April 27, 2020: \$234.36 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Irrigation System Upgrades – phase 1: Completed. Three system controllers have been installed, all with WIFI capability, at a cost of \$568.50 + tax per controller.

It was MOVED (Hensman), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves invoice of \$1,705.50 + tax for the purchase and installation of the three irrigation controllers.

5.1.2 Depreciation Report Update: Required corrections have been submitted to RDH Engineering and the finalized report is awaited.

5.2 Bylaws:

Bylaw changes as approved at the March 24, 2020 AGM were registered at the Land Title Office as of April 15, 2020 and will appear on the Elgin Pointe website.

5.3 Water Ingress:

Following inspections by and consultations with Milani Plumbing and Carmichael Construction, three alternate repair options have been identified for consideration.

Councillor Roy is managing this ongoing project in coordination with councillors Alpen and Buttolph and the owner.

5.4 Lights:

- Council is attempting to source replacement LED bulbs for the tall exterior lamp standards throughout the complex. One type is on order for trial.
- Replacement bulbs for exterior garage lights have been received.

5.5 Water Ingress – Additional Damage:

When Carmichael Construction was onsite regarding the initial water ingress issue, the homeowner identified additional water damage in the garage. A broken roof tile was found to be the problem and has been replaced but repairs to the damaged drywall are yet to be completed. Estimate of drywall repairs: \$1,000 to \$1,200.

It was MOVED (Buttolph), SECONDED (Douglas), and CARRIED that Elgin Pointe Council approves payment of up to \$1,200 + tax to repair the damaged drywall in the garage resulting from the broken roof tile.

5.6 Revised Appraisal Report from Normac Appraisal:

Once the required corrections were made to the report, the appraised value of the complex was increased to \$44,556,000 resulting in an additional insurance premium of \$3,851.00.

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves payment of the additional insurance premium of \$3,851.00. This additional premium is to be paid directly out of the operating budget. (Refer also item 8.5 of these minutes.)

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

- Spring cleanup is ongoing throughout the complex, including moss control and the removal of various overgrown or dead bushes and trees.
- The arborist and his crew completed their initial pruning contract on Monday, April 13th. Dead tree removal will take place once permits are obtained. Additional trees requiring pruning have been identified and will be in a future contract.

It was MOVED (Buttolph), SECONDED (Maclean), and CARRIED that Elgin Pointe Council approves the expense of \$7,000.00 + tax for pruning and removal of dead trees and stumps. This amount to be paid from the CRF.

- Vista has been contacted regarding the planting of annuals in the common area beds near the main entrance. This is usually done by the gardening group of volunteers but they will not be planting this year due to the current COVID-19 isolation guidelines.
- A backyard dogwood tree which died over winter requires replacement. Councillor Maclean will discuss with James (Vista) and the owner regarding suitable options.

It was MOVED (Alpen), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves the expense of up to \$225.00 + tax to replace this dead dogwood tree.

- It was noted that the Semiahmoo Trail gate is rotting and requires replacement. Councillor Buttolph volunteered to do this when time permits.

6.2 Maintenance:

Councillor Alpen along with Carmichael Construction and painting contractor City Wide Painters will do a visual inspection of all buildings to determine touch-up and repair work required. An estimate of cost will then be presented to Council for consideration.

6.3 Front Gate / Webmaster / Communications:

6.3.1 Front Gate:

- Due to COVID-19 Council recommended the gate remain open during the day to avoid entry keypad to be touched. The gate is programmed to be open from 7:00AM to 7:00PM each day.
- Assisted a few owners with their handheld and Homelink gate/garage openers.

6.3.2 Webmaster/Communications:

- Web traffic report as follows:

Web Page Visited	Period ending / Reporting Days					
	24-Apr-20	60	24-Feb-20	28	27-Jan-20	43
Bulletin Board	197		153		235	
Clubhouse Bookings	49		25		22	
Community	96		27		33	
Documents	219		80		84	
Emergencies	31		16		24	
FAQ	68		35		52	
Home	1389		539		947	
Login	625		223		310	
Notices and Bulletins	36		20		16	
Parking Passes	9		8		5	
Visitors	91		34		92	

7. CORRESPONDENCE

As per items 7.1 to 7.59 on the attached Correspondence Tracking List.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported DIRECTLY TO AGENT CRISTIN CORNEILLE and NOT to council members.

Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101

*** Always include your unit no. on any correspondence. ***

8. NEW BUSINESS

8.1 Water Ingress (basement):

The repairs have been completed with a total cost of \$1,949.54.

8.2 Clubhouse Closure:

Until further notice, the clubhouse, including the lending library, is closed due to the COVID-19 pandemic.

8.3 Entry Gate Function:

As noted in Item 6.3.1, the main entry gate is open daily from 7:00AM to 7:00PM.

8.4 Leaks in Hot Water Tanks, Dishwashers, Fridges:

As a reminder to all owners, water leaks from sources such as taps, hot water tanks, dishwashers, plumbed fridges, etc. may be claimable under the strata insurance. However, since the last renewal date of February 1, 2020, the deductible for such water damage is now \$100,000.00 **under the strata's insurance policy and owners are again advised to carry a \$100,000.00 sub-limit** for such loss or damage on their own insurance.

8.5 CRF Loan:

It was MOVED (Buttolph), SECONDED (Douglas) and CARRIED that the Elgin Pointe Council approves a loan of \$255,917.00 from the Contingency Reserve Fund to cover the original premium for the 2020-21 insurance renewal. This loan will be repaid to the CRF before the fiscal year end of January 31, 2021.

Note that this does not include the additional premium resulting from the revised appraised value as per item 5.6 of these minutes.

8.6 Gutter Cleaning:

It was MOVED (Buttolph), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the invoice of \$5,827.50 including tax for gutter cleaning.

This project is complete.

8.7 Window Cleaning:

It was MOVED (Buttolph), SECONDED (Douglas) and CARRIED that the Elgin Pointe Council approves the quote of \$4,200.00 + tax to clean all windows in the complex.

Work is scheduled for the week of May 4–8, 2020, weather permitting.

8.8 Sprinkler Activation:

The sprinkler system will be activated after the May 18 holiday. As the system's new controllers are WIFI capable, the system has the capability to utilize rain forecast data and run times may be adjusted as a result. This has the potential for savings to water consumption.

9. MEETING ADJOURNED

The meeting adjourned at 5:10 pm.

The next meeting is scheduled for Monday, May 25, 2020 at 3:00 pm via Zoom.

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BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST
as of the council meeting of **APRIL 27, 2020**

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	08/19/19	E	Side tap needs replacing	Ongoing – Requires coordination with owner.
7.2	10/0819	E	Pine tree removal in back yard	Ongoing
7.3	11/7/19	E	Brown spots on ceiling	Ongoing. Quote received but work not completed.
7.4	11/17/19	E	Query about the dryer vents not being connected	Completed
7.5	11/25/19	E	Gutter guards	Ongoing
7.6	01/02	E	Gutter, front lawn, smoke alarms a) Gutter is leaking at the corner of the garage and the sidewalk to the front door. It is starting to affect the fascia board in the area. b) Front lawn needs to be tended to as it is mostly weeds and clover. Is this the landscapers responsibility or ours? c) Are Smoke/CO Detectors an owners responsibility or the strata	Ongoing Completed Completed
7.7	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
7.8	2/3	E	Clogged gutters	Ongoing – initial inspection revealed no clog. Will check again.
7.9	2/9	E	Water damage in basement	Completed
7.10	2/14	E	Rotting and leaking fascia boards	Ongoing – to be dealt with in the spring
7.11	2/16	E	Gardening Group Requesting \$500.00 for annuals	Completed

7.12	2/16	E	Request to have the maple tree in the front pruned lower	Completed
7.13	2/19	E	Response from Clark Wilson Law re: our insurance premium increase query	Completed
7.14	2/20	E	Request to have leaves picked up in backyard	Completed
7.15	2/21	E	Query re: salt and the hedge by the front gate	Completed
7.16	2/24	E	Concern that the paint feathering won't match	Ongoing
7.17	2/25	E	Query re: inside paint colours	Completed
7.18	2/27	E	Two items noted on home inspection report: a) mortar joints outside should be caulked and b) minor rot in the window well	a) Ongoing b) Ongoing
7.19	3/5	E	Hedge in backyard is too high	Ongoing
7.20	3/6	E	Mould in window well	Ongoing
7.21	3/6	E	Broken irrigation head in the front yard	Ongoing
7.22	3/6	E	Insulation missing outside for the fireplace	Completed
7.23	3/10	E	Garage light is burned out	Completed
7.24	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
7.25	3/14	E	Wet corner in the basement	Completed
7.26	3/16	E	Back door window seal	Ongoing
7.27	3/16	E	Due to COVID 19, will the AGM still be held?	Completed
7.28	3/19	E	Request to sign up to the website	Completed
7.29	3/22	E	Wanted info on special resolutions	Completed
7.30	3/23	E	Wondering if the gate should be kept open	Completed
7.31	3/24	E	Legality of AGM	Completed

7.32	3/28	E	Left side gutter overflowing	Ongoing
7.33	3/30		New owner wanting to move in on April 8	Completed
7.34	3/31	E	Re: clubhouse being closed and not needing cleaning	Completed
7.35	4/2	E	Re: amount of strata fees	Completed
7.36	4/2	E	Re: patio covering/pergola?	Completed
7.37	4/2	E	Strata fee increase	Completed
7.38	4/8	E	Stump in yard	Completed
7.39	4/9	E	Unhappy with maple tree height	Completed
7.40	4/9	E	Birch tree, is theirs on the list to be removed?	Completed
7.41	4/9	E	Don't want their birch tree removed	Completed
7.42	4/9	E	Needs gate repaired	Ongoing
7.43	4/9	E	Strata fee increase	Completed
7.44	4/9	E	Requesting the birch tree in their yard not be removed	Completed
7.45	4/10	E	Broken irrigation head	Completed
7.46	4/11	E	Complaints about Vista	Completed
7.47	4/14	E	Door seal gone on patio door	Ongoing
7.48	4/14	E	Gutter above front door drips	Ongoing
7.49	4/15	E	Gate open and people soliciting	Completed
7.50	4/15	E	Pruning of laurels	Completed
7.51	4/15	E	Want laurels removed from around their kitchen and dining room	Completed
7.52	4/16	E	Query about insurance	Completed
7.53	4/16	E	Wasps	Ongoing
7.54	4/16	E	Query about artificial turf	Completed
7.55	4/17	E	Doesn't want their windows cleaned except window well window	Completed

7.56	4/21	E	Need a no soliciting sign with front gate open	Completed
7.57	4/22	E	Gutter at back gate overflowing	Ongoing
7.58	4/22	E	Ash tree in backyard needs pruning	Ongoing
7.59	4/22	E	Detached gutter	Completed

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of March 31st, 2020

Fiscal Year 2020, Fiscal Month FM-02.

For Council Meeting of March 30th, 2020.

- 1) CRF fund stands at \$195,915.86
 - a. The \$25,000 loaned from the CRF to pay the insurance claim deductible was repaid in full.
 - b. Two loan payments of \$85,305.57 were made to cover the Insurance premium, the third and final installment of 85,305.57 will be made April 1st. This loan will be repaid by the end of the current fiscal year.
 - c. The repayments for the Insurance load for Feb/March will be caught up in April.
- 2) AR total outstanding = \$31,491.05, related to timing of adjusting automatic deposits to the Property Manager. As of April 29th, the outstanding AR was reduced to \$813.02 which should clear on May 1st.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$20,639.35
- 4) Petty Cash balance on hand (as of March 31st) = \$234.36
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2020 FISCAL MONTH FM-02

BCS1501 CRF Reconciliation to (March 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00		-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
FORECAST													
3	April 30 2020					\$10,754.00			-\$85,305.67	\$63,979.26	\$200.00	\$0.00	\$0.00
4	May 31 2020					\$9,099.50						\$0.00	\$0.00
5	June 30 2020					\$9,099.50						\$0.00	\$0.00
6	July 31 2020					\$9,099.50						\$0.00	\$0.00
7	August 31 2020					\$9,099.50						\$0.00	\$0.00
8	September 30 2020					\$9,099.50						\$0.00	\$0.00
9	October 31 2020					\$9,099.50						\$0.00	\$0.00
10	November 30 2020					\$9,099.50						\$0.00	\$0.00
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
Year-End Totals						\$109,194.00						\$0.00	\$0.00
Average/Unit													

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-02

BCS1501 Income & Expense Reconciliation (to March 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)
 RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	0.00	\$0.00					
1	February 29 2020	-3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-3,682.59
2	March 31 2020	20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	24,321.94
	FORECAST							
3	April 30 2020	0.00	\$0.00	\$48,225.00				0.00
4	May 31 2020	0.00	\$0.00	\$48,225.00				0.00
5	June 30 2020	0.00	\$0.00	\$48,225.00				0.00
6	July 31 2020	0.00	\$0.00	\$48,225.00				0.00
7	August 31 2020	0.00	\$0.00	\$48,225.00				0.00
8	September 30 2020	0.00	\$0.00	\$48,225.00				0.00
9	October 31 2020	0.00	\$0.00	\$48,225.00				0.00
10	November 30 2020	0.00	\$0.00	\$48,225.00				0.00
11	December 31 2020	0.00	\$0.00	\$48,225.00				0.00
12	January 31 2021	0.00	\$0.00	\$48,225.00				0.00
	TOTALS			\$578,700.00	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.47		\$7,623.68		

Fiscal 2020: Operating Budget: \$579,400.00

BCS1501 - FISCAL 2020
 Petty Cash: BALANCE SHEET as of March 31st, 2020. Fiscal Month FM-02.
 Provided for Council Meeting of April 27th, 2020.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

O/B	02/01/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Opening Balance (Transferred from Fiscal 2019)	
C/B	02/29/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Closing Balance (February 2020)	
C/B	03/31/2020	\$234.36	\$0.00	\$0.00	\$0.00	\$234.36			Closing Balance (March 2020)	

BCS1501 - FISCAL 2020. FM-02. Social Committee Funds: OFF BALANCE SHEET Council Meeting: April 27th, 2020.
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06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
February 24, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held February 24, 2020
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President (Landscaping & Gardening Coordinator)
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 2:55pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Alpen), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of January 27, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 Financial Statements: Financial statements were not approved as they were still under review.

4.2 Accounts Receivable as of January 31, 2020: \$406.51

4.3 Petty Cash Reconciliation as of January 31, 2020: \$234.36 balance on hand.

4.4 2020-21 Insurance Premiums:

It was MOVED (Buttolph), SECONDED (Alpen) and CARRIED that Elgin Pointe Council approves a loan of \$255,917.00 from the Contingency Reserve Fund to pay the 2020-21 strata insurance premium in three monthly instalments (Feb., Mar., Apr.) rather than financing the premium thus saving an estimated \$6,000.00 in finance charges. In accordance with the Strata Act of BC, the loan must be repaid by January 31, 2021. This will be done by contributions to the CRF from owners' monthly strata fees.

5. BUSINESS ARISING

5.1 Capital Projects

5.1.1 Irrigation System Upgrades – Phase 1

Project is completed.

\$1,041.60 has been recoded to the CRF from Irrigation Maintenance.

\$952.28 for drip lines will also be recoded to the CRF from Irrigation Maintenance.

All three system controllers will be replaced in the spring of 2020 at a cost of \$3,940.50 + tax for the purchase and installation. This expense will be charged to the Irrigation System Upgrades – Phase 2 capital project and will be funded from the CRF (if approved by owners at AGM)

5.1.2 Depreciation Report Update

Project is in progress.

5.2 Bylaws

Project is ongoing. Special resolutions for presentation at the upcoming AGM are being drafted by legal council.

5.3 Water Ingress at unit

Ongoing. The problem has been assessed by both Milani Plumbing and Carmichael Construction. Owner requested that the repairs be delayed until spring which Council agreed.

5.4 Lights

All five exterior pole lights are to be refitted with more efficient directional LED bulbs subject to approval of the estimated cost for the work. Agent Corneille to contact Carmichael Construction for a cost to replace all five.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening

Large, overgrown trees and shrubs are currently being cut as part of routine maintenance.

There are no special projects ongoing at this time.

6.2 Maintenance

Council has identified several small projects to be done over the next few months.

It was MOVED (Buttolph), SECONDED (Alpen) and CARRIED that Elgin Pointe Council approves booking now to have all gutters and then windows cleaned. Agent Corneille to arrange.

6.3 Webmaster

There were no special projects this past month.

The website activity report is as follows.

Web Page Visited	Period ending / Reporting Days					
	24-Feb-20	28	27-Jan-20	43	15-Dec-19	23
Bulletin Board	153		235		406	
Clubhouse Bookings	25		22		19	
Community	27		33		16	
Documents	80		84		46	
Emergencies	16		24		7	
FAQ	35		52		20	
Home	539		947		529	
Login	223		310		213	
Notices and Bulletins	20		16		12	
Parking Passes	8		5		5	
Visitors	34		92		43	

7. CORRESPONDENCE

Items 7.1 – 7.31: As per attached tracking list.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

*Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101*

**** Always include your unit no. on any correspondence. ****

8. NEW BUSINESS

8.1 AGM – Notice of Call

Agent Corneille to send appropriate notifications and enclosures to all owners on or before Tuesday, March 3, 2020. Such notices will be delivered electronically.

Owners may obtain hard copies by contacting Agent Corneille (as per her contact information above in Item 7). A fee may be charged.

8.2 Water Ingress at unit

Rob Carmichael (Carmichael Construction) has attended and confirmed there was water ingress at some time although area is currently dry, and the source could not be determined. Agent Corneille is to arrange to replace the damaged baseboards.

8.3 Strata Insurance

Renewal notice of the Strata Corporation's Insurance was received late on the afternoon of January 31. Owners were immediately notified of the significant changes to the policy (water damage, storm sewer and flood damage deductibles all increased dramatically) and the substantial increase in the premium ((\$153,000 increase over the previous year). Owners were advised to obtain unit insurance which reflected the changes in deductibles of the Strata's policy.

9. MEETING ADJOURNED

The meeting adjourned at 4:55pm.

The next scheduled meeting is the Annual General Meeting on Tuesday, March 24, 2020.

Further details will be included in the Notice of Call information package to be sent to all owners.

The next council meeting will be scheduled by the 2020-21 council as elected at the AGM.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as of Jan/31/20 (Fiscal Year end)
2. BCS1501 Income & Expense Reconciliation to Jan 31/20
3. BCS1501 CRF Reconciliation to Jan/31/20
4. BCS1501 Petty Cash Balance Sheet as of Jan/31/20

All as per item 4 of these minutes.

OWNER SAFETY AND SECURITY

Owners are encouraged to change the entry codes on garage door entry keypads! This is especially important on new installations or if the factory default code has never been changed.

Also, always lock garage doors when going on vacation, and even every night. The door may be locked by using **the garage door keypad (in the garage by the door to the house)**. Press **“lock”** until the light flashes. This will prevent any remote entry to your garage using a fob and will also override **and disable the wireless entry keypad. To reactivate simply press “lock” again.**

DRAFT

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: February 24, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	08/19	E	Side tap needs replacing	Ongoing – Requires coordination with owner.
7.2	10/08	E	Pine tree removal in back yard	Ongoing
7.3	11/7	E	Brown spots on ceiling	Ongoing. Quote received but work not completed.
7.4	11/17	E	Query about the dryer vents not being connected	COMPLETED
7.5	11/25	E	Request to have backyard hedge pruned	COMPLETED
7.6	11/25	E	Gutter guards	Ongoing
7.7	01/02	E	Gutter, front lawn, smoke alarms	Ongoing
7.8	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
7.9	1/11	E	Wants to discuss air conditioners at the AGM	COMPLETED
7.10	1/21	E	Fall protection	COMPLETED
7.11	1/15	E	Insurance quote process. Why there are not multiple quotes	COMPLETED
7.12	1/31	E	Clogged gutters	COMPLETED
7.13	2/1	E	Insurance increase	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.14	2/1	E	Insurance and competitive bids	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.15	2/1	E	Self Insured	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.16	2/1	E	\$250,000 flood deductible	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.17	2/3	E	Clogged gutters	Ongoing – initial inspection revealed no clog. Will check again.

7.18	2/3	E	Insurance deductible increase	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.19	2/4	P	\$250,000 flood deductible	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.20	2/5	E	Earthquake deductible amount	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.21	2/6	E	Water damage deductible	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.22	2/6	E	\$250,000 flood deductible	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.23	2/7	E	Replacement fob	COMPLETED
7.24	2/8	E	Water damage deductible	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.25	2/9	E	Water damage in basement	Ongoing
7.26	2/9	E	Wants yard cleaned up	COMPLETED
7.27	2/9	E	11% co-insurance	Ongoing – information on insurance will be included in the AGM package which will be sent to all owners.
7.28	2/14	E	Rotting and leaking fascia boards	Ongoing – to be dealt with in the spring
7.29	2/18	E	Maple tree requires pruning	COMPLETED
7.30	2/20	E	Wants leaves cleaned up in backyard	COMPLETED
7.31	2/21	E	Salting and hedge at the front	COMPLETED

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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
January 27, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held January 27, 2020
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President (Landscaping & Gardening Coordinator)
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent

REGRETS: Trudi Heard, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 2:42 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Douglas), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of December 16, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 Financial Statements Attached: as of December 31, 2019 (Fiscal month 2019/11)

- Treasurer's Monthly Report
- CRF Reconciliation
- Income & Expense Reconciliation

- Petty Cash Balance Sheet as of January, 24, 2020.

It was MOVED (Buttolph), SECONDED (Palmer) and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Accounts Receivable as of January 27, 2020:

- NIL. (The \$25,000 outstanding, related to the insurance claim deductible, was repaid in January – refer item 4.5 below).

4.3 Petty Cash Reconciliation as of January 24, 2020: \$242.21 balance on hand.

4.4 Budget Reconciliation:

4.4.1 Accruals to the value of \$14,500 will be made in January to cover utility costs and services consumed in Fiscal 2019 but not invoiced.

ACTION: Agent Corneille to add to accruals the fees for website registration renewal.

4.4.2 Prior to yearend, all accounting entries have been reviewed for correct coding of charges, this is done by the Property Management Company. Identified corrections have been recoded.

It was MOVED (Roy), SECONDED (Palmer) and CARRIED to recode costs relating to the soaker hose from the Operating Budget to the Landscaping Capital Project, up to \$1,000.

ACTION: Agent Corneille to recode charges related to the soaker hose installation from Irrigation to Capital Project: Irrigation Phase 1 Upgrade.

Note: the upgrade to the three sprinkler control units will be included in the Irrigation Phase 2 Upgrade Capital project to be presented at the AGM.

4.5 Proposed Budget options: to be discussed at Feb/24/20 council meeting.

4.6 Water Damage Loss: The \$25,000 reimbursement cheque (for strata's water damage insurance deductible) has been received.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Irrigation System Upgrades:

- Phase 1 upgrades completed.
- \$1,041.60 has been recoded to the CRF.

5.1.2 Depreciation Report Update:

Brandon Carreira and Koby Turik, representatives from RDH Building Science, presented the draft version of the Depreciation Report Update to full Council on Jan/27/20 prior to the formal Council meeting. They noted that Elgin Pointe is in a very good position in terms of being current with repairs and maintenance as well as having a healthy CRF reserve. They indicated that compared with other complexes Elgin Pointe is in a better position than most complexes with respect to CRF, repairs and maintenance.

ACTION: Council to review the draft report, specifically, Section 3.2 (Repair and Maintenance History), the Funding models and any placeholder items and forward and comments to President Hensman.

ACTION: President Hensman and Agent Corneille to forward consolidated changes to RDH by mid February.

ACTION: Agent Corneille to follow up with NORMAC (who provide the Insurance valuation) for an explanation of how replaceable costs are calculated and to resolve discrepancies identified in the current valuation document. The NORMAC valuation is used by RDH as the baseline for their cost projections.

5.2 Bylaws:

Proposed changes have been reviewed by legal council who has now been instructed to prepare a draft of the appropriate Special Resolutions for presentation to owners at the upcoming AGM.

It was MOVED (Douglas), SECONDED (Palmer) and PASSED, that up to \$1,500 be approved for the legal review and update of the Strata Bylaws.

5.3 Water Ingress:

ACTION: Agent Corneille to contact Milani Plumbing to arrange for inspection and power flush of perimeter drain. Council contact for this work is Glenn Roy (Gordon Buttolph is backup).

5.4 Insurance Seminar:

An Insurance seminar was presented on January 22/20, by Michelle Elliott of HUB International. Ms. Elliott is the insurance agent for Elgin Pointe. Information presented at the meeting is posted on the Elgin Pointe Website.

This meeting was arranged to provide background on why Insurance premiums are rising so dramatically and why the deductibles are increasing from \$25,000 to \$50,000 or higher. Thirty-five people attended the session.

6. COMMITTEE REPORTS

6.1 Landscaping and Gardening:

- Nothing new to report.

6.2 Maintenance:

- Several gutters were reported as being blocked causing overflow issues.
- All have been resolved.

6.3 Webmaster:

6.3.1 Elgin Pointe Website Utilization.

Web Page Visited	Period Ending / Reporting Days					
	27-Jan-20	43	15-Dec-19	23	22-Nov-19	27
Bulletin Board	235		406		162	
Clubhouse Bookings	22		19		25	
Community	33		16		24	
Documents	84		46		48	
Emergencies	24		7		11	
FAQ	52		20		38	
Home	947		529		662	
Login	310		213		172	
Notices and Bulletins	16		12		10	
Parking Passes	5		5		3	
Visitors	92		43		26	

6.3.2 The gate entry phone directory was updated: all new owners are now included.

7. CORRESPONDENCE

Items 7.1 – 7.25: As per attached tracking list.

8. NEW BUSINESS

8.1 AGM Special Resolutions:

ACTION: Councillor Buttolph to get draft resolutions for Capital Projects to Council and Agent Corneille by mid-February.

8.2 Lights:

ACTION: Agent Corneille to provide information on the type of bulb used in the tall streetlights within the complex. One bulb has already failed. Council will investigate the option to install high efficiency LED replacements.

9. MEETING ADJOURNED

The meeting adjourned at 4:44 pm.

The next meeting is scheduled for Monday, February 24, 2020 at 3:00pm in the clubhouse.

* * * * *

Linda Hensman, President

Gordon Buttolph, acting Recording Secretary

Attachments:

1. BCS1501 Treasurer's Monthly Report as of Dec/31/19 (Fiscal 2019.11)
2. BCS1501 CRF Reconciliation to Dec/31/19 and Forecast to Jan/31/20 (Fiscal 2019.11)
3. BCS1501 Income & Expense Reconciliation to Dec/31/19 and Forecast to Jan/31/20 (Fiscal 2019.11)
4. BCS1501 Petty Cash Balance Sheet as of Jan/24/20 (Fiscal 2019.12)

All as per item 4 of these minutes.

Correspondence type:
L = letter E = email

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	08/09	E	Screen door - an AOL is needed	COMPLETED
7.2	08/19	E	Side tap needs replacing	Ongoing – Requires coordination with owner.
7.3	10/08	E	Pine tree removal in back yard	Ongoing
7.4	10/23	E	Leaking window seal (upstairs)	COMPLETED
7.5	11/7	E	Brown spots on ceiling	Ongoing - Repairs completed but ceiling requires painting. Sent to Citywide.
7.6	11/17	E	Query about the dryer vents not being connected	Ongoing
7.7	11/25	E	Request to have backyard hedge pruned	Ongoing
7.8	11/25	E	Gutter guards	Ongoing
7.9	12/16	IP	Overflowing gutter	COMPLETED
7.10	12/18	E	Dryer vents being not connected	COMPLETED
7.11	12/19	E	Dripping gutter	COMPLETED
7.12	12/24	E	Buyer's Realtor re: permanent structure over patio	COMPLETED
7.13	01/02	E	Gutter, front lawn, smoke alarms	Discuss
7.14	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
7.15	01/07	E	Dripping gutter	COMPLETED
7.16	01/09	E	Weatherstripping	COMPLETED
7.17	1/11	E	Wants to discuss air conditioners at the AGM	Ongoing
7.18	1/12	E	Telus lock box	COMPLETED

7.19	1/15	E	When will the plowing be done?	COMPLETED
7.20	1/21	E	Fall protection for Contractors working on roofs.	Ongoing
7.21	1/22	E	Copy of the insurance summary	COMPLETED
7.22	1/23	E	Needs a new garage remote	COMPLETED
7.23	1/24	E	Gutter overflowing	COMPLETED
7.24	1/24	E	Gutter overflowing	COMPLETED
7.25	1/15	E	Insurance quote process. Why there are not multiple quotes	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of December 31st, 2019

Fiscal Year 2019, Fiscal Month 11.

For Council Meeting of January 27th, 2020.

- 1) CRF fund stands at \$312,660.68
 - a. \$25,000 was loaned from the CRF to pay the insurance claim deductible, this will be repaid by the owners' insurance.
- 2) AR total outstanding = \$25,000, related to the above item.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$35,185.40
- 4) Petty Cash balance on hand (as of December 16th) = \$242.41
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

The troubles in the Insurance market continue to deteriorate, I am sure you have all seen the horror stories in the media.

The immediate impact on Elgin Pointe is the inability to quantify the cost and terms of our renewal until the last minute.

This is an Industry issue where the market has become a just-in-time entity relative to placement of risk insurance into the market for quotation.

As stated in several prior communications, we are anticipating a significant rise in Premiums and Deductibles which will impact all unit holders.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - FISCAL 2019.11

BCS1501 CRF Reconciliation (to DECEMBER 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
6	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.13	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
7	August 31 2019	\$170,846.54	\$102,330.00	\$273,176.54	\$273,176.54	\$8,272.25	-\$2,567.33	\$168.00	\$0.00	\$8,600.92	\$274.55	\$0.00	\$2,330.00
8	September 30 2019	\$184,016.27	\$102,330.00	\$286,346.27	\$286,346.27	\$8,272.25	-\$4,002.60	\$0.00	\$0.00	\$8,600.92	\$299.16	\$0.00	\$0.00
9	October 31 2019	\$201,203.37	\$102,330.00	\$303,533.37	\$303,533.37	\$8,272.25	-\$1.50	\$0.00	\$0.00	\$8,600.92	\$315.43	\$0.00	\$0.00
10	November 30 2019	\$193,428.25	\$102,330.00	\$295,758.25	\$295,758.25	\$8,272.25	\$0.00	\$0.00	-\$25,000.00	\$8,600.92	\$351.71	\$0.00	\$0.00
11	December 31 2019	\$312,660.68	\$0.00	\$312,660.68	\$312,660.68	\$8,272.25	-\$1,041.60	\$0.00	\$0.00	\$8,600.92	\$367.73	\$0.00	\$703.13
	FORECAST												
12	January 31 2020					\$8,272.25				\$33,600.88	\$450.00	\$0.00	\$0.00
	Year-End Totals					\$99,267.00	-\$11,763.15	\$199.11	-\$128,211.00	\$128,211.00	\$3,244.16	\$0.00	\$3,033.13
	Average/Unit												

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 OPERATING BUDGET - FISCAL 2019.11

BCS1501 Income & Expense Reconciliation (to December 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
0	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
6	July 31 2019	\$19,457.51	\$19,457.51	\$33,089.24	\$112.20	\$33,201.44	-\$33,707.61	-\$506.17
7	August 31 2019	\$23,058.33	\$23,058.33	\$33,089.24	\$163.55	\$33,252.79	-\$29,651.97	\$3,600.82
8	September 30 2019	\$28,668.58	\$28,668.58	\$33,089.24	\$123.98	\$33,213.22	-\$27,602.97	\$5,610.25
9	October 31 2019	\$25,010.99	\$25,010.99	\$33,089.24	\$125.29	\$33,214.53	-\$36,872.12	-\$3,657.59
10	November 30 2019	\$18,393.92	\$18,393.92	\$33,089.24	\$211.49	\$33,300.73	-\$39,917.80	-\$6,617.07
11	December 31 2019	\$35,185.40	\$35,185.40	\$33,089.24	\$70.36	\$33,159.60	-\$16,368.12	\$16,791.48
	FORECAST							
12	January 31 2020			\$33,089.24	\$75.00	\$33,164.24		
	TOTALS			\$397,070.86	\$1,233.54	\$398,304.40		
	Monthly Avg/Unit			\$435.38		\$436.74		
	Annual Avg/Unit			\$5,224.62		\$5,240.85		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 - FISCAL 2019
 Petty Cash: BALANCE SHEET as of January 25, 2020. Fiscal 2019.12
 Provided for Council Meeting of January 27th, 2020

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT	ACCOUNT DESCRIPTION
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE	
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-\$7.70	\$0.00	-\$7.70	-\$27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-\$82.42	\$0.02	-\$82.40	-\$109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-\$15.67	\$0.02	-\$15.65	-\$125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-\$102.69	-\$0.01	-\$102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-\$110.35	\$0.00	-\$110.35	-\$10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-\$22.59	\$0.01	-\$22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-\$27.99	-\$0.01	-\$28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-\$176.51	\$0.01	-\$176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-\$6.91	\$0.01	-\$6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
PAID	06/24/2019	74.37	-\$39.57	\$0.02	-\$39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
PAID	07/18/2019	34.82	-\$54.87	\$0.02	-\$54.85	-\$20.03	Trudi Heard	45	Paper Hand Towels for Club House	6412	Club House Supplies
RECEIVED	08/20/2019	-20.03	\$328.44	\$0.00	\$328.44	\$308.41	PETTY CASH		PETTY CASH ADVANCE		
PAID	10/08/2019	308.41	-\$20.70	\$0.00	-\$20.70	\$287.71	Gordon Buttolph	45	New weatherproof padlock on C House deck box	6307	Repairs & Maintenance
PAID	9/30/2019	287.71	-\$29.99	-\$0.01	-\$30.00	\$257.71	Linda Hensman	31	Thank you gift for retiring Councilor Jantzi	6601	BCS1501 Admin & Sundry
PAID	11/21/2019	257.71	-\$7.61	\$0.01	-\$7.60	\$250.11	Peter Alpen	47	Facing brick adhesive	6307	Repairs & Maintenance
PAID	01/04/2020	250.11	-\$7.69	-\$0.01	-\$7.70	\$242.41	Gordon Buttolph	45	Gutter downspout connectors (Unit 19)	6307	Repairs & Maintenance
		242.41									

BCS1501 - FISCAL 2019.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: September 30th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
December 16, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held Monday, December 16, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President (Landscaping & Gardening Coordinator)
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large (Left early, at 4:05pm)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 2:57 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Alpen), SECONDED (Palmer) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of November 25, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: 5.4 Main Gate – Proposed Daily Open Hours

New Business: 8.3 New Owners (Request for Email Authorization)
8.4 Next Year's Council

4. FINANCIAL

4.1 Financial Statements: to as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of Nov.30.19 (fiscal month 2019.10)
- Income & Expense Reconciliation }
- Petty Cash Balance Sheet as of Dec.16.19 (fiscal month 2019.11)

It was MOVED (Buttolph), SECONDED (Douglas), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Accounts Receivable as of Nov.30.19: \$25,000.00

Note: This \$25,000.00 represents the water damage deductible which has been paid (from the CRF) to the restoration company and is to be reimbursed by the owners' insurance. Refer to item 5.2 of these minutes.

4.3 Petty Cash Reconciliation as of Dec.16.19: \$250.11 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Entry Access System Upgrade:

Completed in December:

- New keypad installed adjacent to the pedestrian gate by Avant Guard. Initially installed no-lit version, but later changed to backlit keypad so as to be visible in the dark. This keypad was necessary due to a shortcoming in the new control panel.
- Owners' directory version 2 was uploaded to the panel
- So far 39 vehicles have successfully been programmed into the gate so that owners can use their in-car Homelink buttons. Thanks to Brian Bury and Gordon Buttolph for helping with this. Further programming opportunities will be made available in the new year.

Activities Planned for late December/January:

- All items in the original quote have now been fulfilled by Avant Guard, and thus the project is over.
- Create a 'how-to' document for the gate programming and directory updating, as well as an info sheet for owners.

Contractor (Avant Guard Gates) has submitted an invoice for \$6,161.40 including a two-year extended warranty on all parts and labour.

It was MOVED (Roy), SECONDED (Buttolph), and CARRIED that Elgin Pointe Council approves payment of \$6,161.40 as above.

A special thank you to Councillor Glenn Roy for his many hours of work on this project!

5.1.2 Irrigation System Upgrades:

Agent Corneille continues to work with contractor (Artee) to separate billings for routine maintenance from upgrade work. Clarification also required regarding controllers – all are to be replaced (has this work been completed?).

5.1.3 Depreciation Report Update: RDH Engineering will be ready to present the draft report to council at 2:00pm on January 27, 2020, before the regular council meeting.

RDH will provide Council with a copy of the draft for review one week before the presentation (by January 20, 2020).

5.2 Water Loss – **Invoice for Strata's \$25,000** Deductible:

As required, the strata has paid the \$25,000 (from the CRF) and a "charge back" letter has been sent to the owners who have forwarded it to their insurance agent. Strata is now awaiting the \$25,000 reimbursement cheque from the owners' insurer. Agent Corneille to monitor and advise.

5.3 Bylaws:

Review is ongoing. Proposed changes will be presented to owners at the AGM in March.

5.4 Main Gate – Proposed Daily Open Hours:

Based on feedback from some owners, the daily open gate trial has been put on hold and will be discussed with owners at the AGM in March.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

No activity to report.

6.2 Maintenance:

Minimal activity other than cleaning several blocked gutters. It was noted that winged maple seed pods are the principal cause of blockages, not leaves.

6.3 Webmaster:

Activities in December (up to Dec 15)

- Encountered a transient issue regarding sending emails from our Wordpress website. Gmail flagged the Webmaster email account as a purveyor of SPAM resulting in all outgoing emails being blocked by the Gmail server for 3-4 days in early December. A workaround was devised on Dec/9th. Will continue monitoring in December.
- Website Tracking Activity measured since last report:

Web Page Visited	Period ending / Reporting Days Number of Page Hits					
	15-Dec-19	23	22-Nov-19	27	26-Oct-19	32
Bulletin Board	406		162		559	
Clubhouse Bookings	19		25		75	
Community	16		24		89	
Documents	46		48		128	
Emergencies	7		11		26	
FAQ	20		38		65	
Home	529		662		2551	
Login	213		172		421	
Notices and Bulletins	12		10		28	
Parking Passes	5		3		10	
Visitors	43		26		50	

7. CORRESPONDENCE

7.1 – 7.14 As per attached List of Correspondence Issues

IMPORTANT REMINDER TO OWNERS

**All issues and concerns are to be reported
DIRECTLY TO AGENT CRISTIN CORNEILLE
and NOT to council members.**

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Water Ingress:

Initial investigation suggests that the perimeter drain is broken or blocked or was not installed properly. Due to the position of the affected area, excavation work is going to be substantial and challenging. It has been suggested that attempting to do the repairs now may create more of a problem due to oversaturation of the soil. Agent Corneille to review with contractor Rob Carmichael and get his opinion about when and how best to approach.

(Councillor Alpen left the meeting at 4:05pm)

8.2 Insurance:

As has been noted in the news of late, insurance on condos and townhouses has become a "hot topic" due to soaring premiums and deductibles combined with reduced capacity (availability) of insurers. While both council and agent Corneille have been trying to confirm terms for the strata's insurance renewal (due Feb/1st) no terms are yet available; however, indications are that a 50% increase in premium combined with an increased water damage deductible from the current \$25,000 to \$50,000 or higher is likely.

As insurance costs account for the largest single expense of the strata's budget, this will most definitely impact monthly strata fees. Furthermore, any increase in the strata's water damage deductible means owners will be required to carry a higher water damage sub-limit on their personal insurance and different insurers have different maximum limits they will provide. Some owners may have to arrange new insurance with a different insurer.

To help owners understand the current insurance market, council is arranging for an INSURANCE INFORMATION SESSION with the strata's insurance broker as guest speaker. The date and time TBA (tentatively a weeknight in the latter half of January).

8.3 New Owners (Request for Email Authorization):

New owners are advised that all formal notifications are sent by email, not by hard copy. Agent Corneille to obtain electronic confirmation/agreement.

8.4 **Next Year's Council:**

Council briefly discussed which members will consider running for council again.

9. MEETING ADJOURNED

The meeting adjourned at 4:20pm.

The next meeting is scheduled for Monday, January 27, 2020 at 3:00 pm in the clubhouse.

Per item 5.1.3, RDH Engineers will present their draft of the updated Depreciation Report to Council before the regular council meeting, beginning at 2:00pm.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Monthly Report as of Nov.30.19 (fiscal 2019.10)
2. BCS1501 CRF Reconciliation to Nov.30.19 and Forecast to Jan.31.20 (fiscal 2019.10)
3. BCS1501 Income & Expense Reconciliation to Nov.30.19 and Forecast to Jan.31.20 (fiscal 2019.10)
4. BCS1501 Petty Cash Balance Sheet as of Dec.16.19 (fiscal 2019.11)

All as per item 4 of these minutes.

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: December 16, 2019

Correspondence type:

L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Mgmt

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	08/09	E	Screen door - an AOL is needed	Ongoing
7.2	08/19	E	Side tap needs replacing	Ongoing – Requires coordination with owner.
7.3	09/09	E	Bush removal	COMPLETED
7.4	10/08	E	Pine tree removal in back yard	Ongoing
7.5	10/23	E	Leaking window seal (upstairs)	Ongoing
7.6	11/7	E	Brown spots on ceiling	Ongoing - Repairs completed but ceiling requires painting. To be done in the new year.
7.7	11/14	E	Basement bathroom ceiling crack	CLOSED – owner's
7.8	11/17	E	Query about the dryer vents not being connected	Ongoing
7.9	11/19	E	Access to the website	COMPLETED
7.10	11/25	E	Request to have backyard hedge pruned	Ongoing
7.11	11/25	E	a) Gutter guards b) Gate being left open	a) Will be installed over lower level downspouts only. b) NO ACTION REQUIRED. In favour of gate being open during the day.
7.12	12/3	E	Water ingress into basement	Ongoing. Refer item 8.1 of minutes.
7.13	12/12	E	Overflowing gutter	COMPLETED
7.14	12/16	IP	Overflowing gutter	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of November 30th, 2019.

Fiscal Year 2019, Fiscal Month 10.

For Council Meeting of December 16th, 2019.

- 1) CRF fund stands at \$295,758.25
 - a. \$25,000 was loaned from the CRF to pay the insurance claim deductible, this will be repaid by the owners' insurance.
- 2) AR total outstanding = \$25,000, related to the above item.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$18,393.92
 - a. The third quarter water and sewage bill was \$12,926
- 4) Petty Cash balance on hand (as of December 16th) = \$250.11
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - FISCAL 2019.10

BCS1501 CRF Reconciliation (to NOVEMBER 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
6	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.12	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
7	August 31 2019	\$170,846.54	\$102,330.00	\$273,176.54	\$273,176.54	\$8,272.25	-\$2,567.33	\$168.00	\$0.00	\$8,600.92	\$274.55	\$0.00	\$2,330.00
8	September 30 2019	\$184,016.27	\$102,330.00	\$286,346.27	\$286,346.27	\$8,272.25	-\$4,002.60	\$0.00	\$0.00	\$8,600.92	\$299.16	\$0.00	\$0.00
9	October 31 2019	\$201,203.37	\$102,330.00	\$303,533.37	\$303,533.37	\$8,272.25	-\$1.50	\$0.00	\$0.00	\$8,600.92	\$315.43	\$0.00	\$0.00
10	November 30 2019	\$193,428.25	\$102,330.00	\$295,758.25	\$295,758.25	\$8,272.25	\$0.00	\$0.00	-\$25,000.00	\$8,600.92	\$351.71	\$0.00	\$0.00
	FORECAST												
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$33,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals					\$99,267.00	-\$10,721.55	\$199.11	-\$128,211.00	\$128,211.00	\$2,836.43	\$0.00	\$2,330.00
	Average/Unit												

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 OPERATING BUDGET - FISCAL 2019.10

BCS1501 Income & Expense Reconciliation (to November 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
0	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
6	July 31 2019	\$19,457.51	\$19,457.51	\$33,089.24	\$112.20	\$33,201.44	-\$33,707.61	-\$506.17
7	August 31 2019	\$23,058.33	\$23,058.33	\$33,089.24	\$163.55	\$33,252.79	-\$29,651.97	\$3,600.82
8	September 30 2019	\$28,668.58	\$28,668.58	\$33,089.24	\$123.98	\$33,213.22	-\$27,602.97	\$5,610.25
9	October 31 2019	\$25,010.99	\$25,010.99	\$33,089.24	\$125.29	\$33,214.53	-\$36,872.12	-\$3,657.59
10	November 30 2019	\$18,393.92	\$18,393.92	\$33,089.24	\$211.49	\$33,300.73	-\$39,917.80	-\$6,617.07
	FORECAST							
11	December 31 2019			\$33,089.24	\$75.00	\$33,164.24		
12	January 31 2020			\$33,089.24	\$75.00	\$33,164.24		
	TOTALS			\$397,070.86	\$1,238.18	\$398,309.04		
	Monthly Avg/Unit			\$435.38		\$436.74		
	Annual Avg/Unit			\$5,224.62		\$5,240.91		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 - FISCAL 2019
 Petty Cash: BALANCE SHEET as of December 16th, 2019. Fiscal 2019.11
 Provided for Council Meeting of December 16th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT	ACCOUNT DESCRIPTION
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE	
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-7.70	\$0.00	-7.70	-27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-82.42	\$0.02	-82.40	-109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-15.67	\$0.02	-15.65	-125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-102.69	-0.01	-102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-110.35	\$0.00	-110.35	-10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-22.59	\$0.01	-22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-27.99	-0.01	-28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-176.51	\$0.01	-176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-6.91	\$0.01	-6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
PAID	06/24/2019	74.37	-39.57	\$0.02	-39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
PAID	07/18/2019	34.82	-54.87	\$0.02	-54.85	-20.03	Trudi Heard	45	Paper Hand Towels for Club House	6412	Club House Supplies
RECEIVED	08/20/2019	-20.03	\$328.44	\$0.00	\$328.44	\$308.41	PETTY CASH		PETTY CASH ADVANCE		
PAID	10/08/2019	308.41	-20.70	\$0.00	-20.70	\$287.71	Gordon Buttolph	45	New weatherproof padlock on C House deck box	6307	Repairs & Maintenance
PAID	9/30/2019	287.71	-29.99	-0.01	-30.00	\$257.71	Linda Hensman	31	Thank you gift for retiring Councilor Jantzi	6601	BCS1501 Admin & Sundry
PAID	11/21/2019	257.71	-7.61	\$0.01	-7.60	\$250.11	Peter Alpen	47	Facing brick adhesive	6307	Repairs & Maintenance
		250.11									

BCS1501 - FISCAL 2019.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: September 30th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
November 25, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held Monday, November 25, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Pat Douglas, Vice-President (Acting Chairperson)
Gordon Buttolph, Treasurer
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Linda Hensman, President (Landscaping & Gardening Liaison)
Sylvia Palmer, Secretary

1. CALL TO ORDER

The meeting was called to order at 3:00pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Douglas), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of October 28, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.1 Document Repository

4. FINANCIAL

4.1 Financial Statements: as per attached reports including:

- Treasurer's Monthly Report }All as of
- Treasurer's Third Quarter Financial Summary(*) } Oct/31/2019
- CRF Reconciliation } (fiscal month 2019.09)
- Income & Expense Reconciliation }
- Petty Cash Balance Sheet as of November 22, 2019 (fiscal month 2019.10)

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves the financial statements as above.

(*) NOTE: *The upcoming insurance renewal will affect ALL OWNERS. Refer to the **Treasurer's comments under the heading "FYI" on the attached Third Quarter Financial Summary.***

4.2 Accounts Receivable outstanding as of October 31, 2019: Nil

4.3 Petty Cash Reconciliation as of November 22, 2019: \$250.11 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Entry Access System:

Completed in November:

- New Enterphone control panel installation was completed by Avant Guard in early November.
- During this installation the technician encountered an issue with the new panel. The new Enterphone panel cannot independently control the pedestrian gate and the car gate - it can control either one or the other but not both. The proposed solution was to install a separate keypad beside the pedestrian gate which would be used for that gate only. This additional keypad was installed and tested on November 22.

→ *Note that the main keypad will no longer unlock the pedestrian gate.*

- The entry code for the pedestrian gate is **4009*** (be sure to add the asterisk).
- The entry code for the vehicle gate is still **9004** (no asterisk).
- The car gate swing arms were serviced and a new antenna was installed on the existing radio receiver.
- The Avant Guard technician provided a short tutorial regarding programming vehicles into the new Liftmaster radio receiver.
- The owner name directory was compiled and uploaded to the Enterphone system by Councillor Roy.
- A few owners registered concerns regarding **last month's** proposal to leave the car-gate open during specific busy times of the day. Concerns were mainly focused around security, insurance premiums, and additional traffic in the complex. Council agreed to put forward a motion at the 2020 AGM to discuss and vote on whether to leave the gate open for specific periods.

Ongoing:

- Owners' vehicles (equipped with HomeLink technology) will be programmed into the new gate receiver on November 26 and 27 with appointments booked online as per the email of November 23 issued to all owners. Other dates will be added if required.
- Thank you to *Brian Bury* who has generously volunteered to help with this effort.

5.1.2 Irrigation System Upgrades: Report still awaited. Council is looking for a split in costs between routine maintenance vs system upgrades (which would be a CRF expense). Agent Corneille to obtain.

5.1.3 Depreciation Report: Draft report still awaited. Agent Corneille to follow up again for a completion date for presentation to Council.

- 5.2 Water Damage - \$25,000 deductible: The strata's insurer is overseeing the repairs. A cheque in the amount of \$25,000 to cover the strata's water damage deductible has been issued and sent to the restoration company and this amount has been charged back to the owners. Reimbursement to the strata corporation is awaited.
- 5.3 Bylaws Review: Some changes to the current bylaws are being considered for presentation to owners at the 2020 AGM on March 24.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening: There has been very little activity to report. One tree by unit 67 and two cedars between units 70 and 71 are to be planted by the end of November.

6.2 Maintenance:

- Broken fascia stones were repaired at unit.
- All exterior lights at the clubhouse have been replaced with LED fixtures. The replaced units will be used as spare parts for broken fixtures on houses. A special thank you to *Blake Stewart* and *Steve Thackray* for assisting with this project.
- Maintenance committee acknowledged owner comments about a musky odour in the clubhouse basement. Council to investigate cost to rent a dehumidifier for use on a trial basis to see if this eliminates the problem.

6.3 Webmaster:

Web Page Visited	Period ending / Reporting Days							
	22-Nov-19	27	26-Oct-19	32	24-Sep-19	35	20-Aug-19	29
Bulletin Board	162		559		572		331	
Clubhouse Bookings	25		75		53		30	
Community	24		89		80		56	
Documents	48		128		98		77	
Emergencies	11		26		32		17	
FAQ	38		65		75		30	
Home	662		2551		1651		1510	
Login	172		421		280		187	
Notices and Bulletins	10		28		24		14	
Parking Passes	3		10		9		6	
Visitors	26		50		60		27	

7. CORRESPONDENCE

7.1 – 7.12 As per attached List of Correspondence Issues.

➔ Owners are reminded to ALWAYS INDICATE THEIR UNIT NO. on any correspondence. All correspondence should be sent to the Property Manager.

8. NEW BUSINESS

8.1 Document Repository:

Council discussed the need for central document repositories, physical and virtual. The physical document repository will be in the clubhouse storage room file cabinets. Councillor Roy to investigate options for electronic/virtual storage.

9. MEETING ADJOURNED

The meeting adjourned at 4:00pm.

The next meeting is scheduled for December 16, 2019 at 3:00 pm in the clubhouse.

* * * * *

Pat Douglas, Vice President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Monthly Report as of Oct/31/19 (fiscal 2019.09) }
2. BCS1501 Treasurer's Third Quarter Financial Summary as at Oct/31/19 }
3. BCS1501 CRF Reconciliation to Oct/31/19 (fiscal 2019.09) and } All as per
Forecast to Jan/31/20 } Item 4
4. BCS1501 Income & Expense Reconciliation to Oct/31/19 (fiscal 2019.09) and } of these
Forecast to Jan/31/20 } minutes
5. BCS1501 Petty Cash Balance Sheet as of Nov/22/19 (fiscal 2019.10) }
6. List of Correspondence Issues as at November 25, 2019 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: November 25, 2019

Correspondence type: L = letter E = email P = phone call I/P = in person PSM = Peninsula Strata Mgmt

Unit A: Unit owner originating the correspondence
 Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	08/09	E	Screen door - an AOL is needed	Ongoing
7.2	08/19	E	Side tap needs replacing	Ongoing
7.3	09/09	E	1. Bush removal and 2. Rotting landscape tie	1. Ongoing 2. COMPLETED
7.4	10/08	E	Pine tree removal in back yard	Ongoing
7.5	10/18	E	Dryer Vent in Attic Has Separated	COMPLETED
7.6	10/23	E	Leaking window seal (upstairs)	Ongoing
7.7	11/7	E	Brown spots on ceiling	Ongoing - Repairs completed but ceiling requires painting.
7.8	11/14	E	Snow clearing contractor	COMPLETED
7.9	11/14	E	Basement bathroom ceiling crack	Ongoing
7.10	11/16	E	Gate open and insurance implications	DISCUSSED
7.11	11/19	E	New owner – requested a copy of the corporation’s insurance documents and to be added to the website	COMPLETED
7.12	11/17	E	Query about the dryer vents not being connected	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of October 31st, 2019.

Fiscal Year 2019, Fiscal Month 09.

For Council Meeting of November 25th, 2019.

- 1) CRF fund stands at \$303,533.37
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$25,010.99
- 4) Petty Cash balance on hand (as of October 23rd) = \$250.11
- 5) Detailed reports sent as separate PDF files:
 - 1) Treasurer's Third Quarter Report
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 **THIRD QUARTER** Financial Summary for Fiscal Year 2019.

((February 1st, 2019 – October 31st, 2019))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME Total **Income** to the end of the second quarter (Q1+Q2+Q3) was \$298,679.83.

This is a combination of Strata Fees (\$297,803.14) plus miscellaneous income (\$876.69).

EXPENSE Total **Expenses** to the end of the second quarter (Q1+Q2+Q3) year were \$273,668.84.

Therefore, the current account has a positive balance of \$25,010.99 heading into the fourth quarter.

On the expense side: we remain in a good position. There are still invoices outstanding for work performed during the summer and the large summer water utility bill is expected soon.

CRF The **Contingency Reserve Fund** stands at \$303,533.37 at the end of Q3.

75% of the Insurance loan has been repaid as per the budget.

FYI **INSURANCE: as mentioned in the previous monthly report.**

Council are reviewing all options regarding the upcoming renewal of the **Strata's Insurance Policy** as we have been informed by our Agents (HUB International) that even without a claim we should budget for a 25% (\$26K) premium increase in 2020 due to the staggering number of water related claims the Insurance industry has incurred recently. The prime culprits being Flooding and Water damage in Hi-rise buildings.

In addition, it is almost certain that the Strata Insurance deductible will be increased from the current \$25,000 level. Unfortunately, Council will not know the actual amount until the policy renewal goes to market in December. This is a **heads-up** that most individual personal insurance policies will require updating as of February 1st, 2020.

We do know that Insurance Companies differ in the levels of the deductible they offer, so there is a possibility that your current Policy may need to be switched to a different Insurance Company.

Council recognizes the inconvenience this causes but we are all affected, as are all Strata Corporations. These changes are driven by the Global Insurance Market. As soon as the details of our renewal are confirmed by the Strata's Broker, you will be notified.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.09

BCS1501 Income & Expense Reconciliation (to October 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
0	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
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4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
6	July 31 2019	\$19,457.51	\$19,457.51	\$33,089.24	\$112.20	\$33,201.44	-\$33,707.61	-\$506.17
7	August 31 2019	\$23,058.33	\$23,058.33	\$33,089.24	\$163.55	\$33,252.79	-\$29,651.97	\$3,600.82
8	September 30 2019	\$28,668.58	\$28,668.58	\$33,089.24	\$123.98	\$33,213.22	-\$27,602.97	\$5,610.25
9	October 31 2019	\$25,010.99	\$25,010.99	\$33,089.24	\$125.29	\$33,214.53	-\$36,872.12	-\$3,657.59
FORECAST								
10	November 30 2019			\$33,089.24	\$75.00	\$33,164.24		
11	December 31 2019			\$33,089.24	\$75.00	\$33,164.24		
12	January 31 2020			\$33,089.24	\$75.00	\$33,164.24		
TOTALS				\$397,070.86	\$1,101.69	\$398,172.55		
Monthly Avg/Unit				\$435.38		\$436.59		
Annual Avg/Unit				\$5,224.62		\$5,239.11		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.09

BCS1501 CRF Reconciliation (to OCTOBER 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
6	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.12	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
7	August 31 2019	\$170,846.54	\$102,330.00	\$273,176.54	\$273,176.54	\$8,272.25	-\$2,567.33	\$168.00	\$0.00	\$8,600.92	\$274.55	\$0.00	\$2,330.00
8	September 30 2019	\$184,016.27	\$102,330.00	\$286,346.27	\$286,346.27	\$8,272.25	-\$4,002.60	\$0.00	\$0.00	\$8,600.92	\$299.16	\$0.00	\$0.00
9	October 31 2019	\$201,203.37	\$102,330.00	\$303,533.37	\$303,533.37	\$8,272.25	-\$1.50	\$0.00	\$0.00	\$8,600.92	\$315.43	\$0.00	\$0.00
	FORECAST												
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals					\$99,267.00	-\$10,721.55	\$199.11	-\$103,211.00	\$103,211.00	\$2,674.72	\$0.00	\$2,330.00
	Average/Unit												

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 - FISCAL 2019
 Petty Cash: BALANCE SHEET as of November 22nd, 2019. Fiscal 2019.10
 Provided for Council Meeting of November 25th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT	ACCOUNT DESCRIPTION
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE	
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-\$7.70	\$0.00	-\$7.70	-\$27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-\$82.42	\$0.02	-\$82.40	-\$109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-\$15.67	\$0.02	-\$15.65	-\$125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-\$102.69	-\$0.01	-\$102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-\$110.35	\$0.00	-\$110.35	-\$10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-\$22.59	\$0.01	-\$22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-\$27.99	-\$0.01	-\$28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-\$176.51	\$0.01	-\$176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-\$6.91	\$0.01	-\$6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
PAID	06/24/2019	74.37	-\$39.57	\$0.02	-\$39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
PAID	07/18/2019	34.82	-\$54.87	\$0.02	-\$54.85	-\$20.03	Trudi Heard	45	Paper Hand Towels for Club House	6412	Club House Supplies
RECEIVED	08/20/2019	-20.03	\$328.44	\$0.00	\$328.44	\$308.41	PETTY CASH		PETTY CASH ADVANCE		
PAID	10/08/2019	308.41	-\$20.70	\$0.00	-\$20.70	\$287.71	Gordon Buttolph	45	New weatherproof padlock on C House deck box	6307	Repairs & Maintenance
PAID	9/30/2019	287.71	-\$29.99	-\$0.01	-\$30.00	\$257.71	Linda Hensman	31	Thank you gift for retiring Councilor Jantzi	6601	BCS1501 Admin & Sundry
PAID	11/21/2019	257.71	-\$7.61	\$0.01	-\$7.60	\$250.11	Peter Alpen	47	Facing brick adhesive	6307	Repairs & Maintenance
		250.11									

BCS1501 - FISCAL 2019.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: September 30th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
October 28, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held October 28, 2019
At Unit 31, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President (Landscaping Liaison)
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Pat Douglas, Vice-President

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Palmer), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of September 30, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising:

New Business:	8.5	Clubhouse Cleaning Schedule
	8.6	Bylaws
	8.7	Main Entrance Gate
	8.8	Annual General Meeting Date

4. FINANCIAL

4.1 Financial Statements to September 30, 2019: as per attached reports including:

- Treasurer's Monthly Report as of Sep/30/19
- CRF Reconciliation to Sep/30/19 (Fiscal 2019.08) and forecast to Fiscal Year-End Jan/31/20.
- Income & Expense Reconciliation to Sep/30/19 (Fiscal 2019.08) and forecast to Fiscal Year-End Jan/31/20
- Petty Cash Balance Sheet as of Oct/23/19

It was MOVED (Buttolph), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves the financial statements as above.

- 4.2 Accounts Receivable as of Sep/30/19: Nil
- 4.3 Petty Cash as of Oct/23/19: \$257.71 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

5.1.1 Entry Access System:

Completed in October:

- New enter-phone panel installed by Avant Guard. There was some confusion earlier in the month regarding the need for an internet connection at the gate before installation could proceed. This was clarified and the installation of the panel completed on Oct 25th. The remaining hardware including the HomeLink receiver system will be installed and tested the week of Oct 28th.

Planned for November:

- Generate and upload a new owner directory listing into the enter-phone system, once hardware installation is complete.
- Gate Swing arms to be serviced (as per capital plan).
- Schedule for and begin programming individual owners' vehicles into the new gate receiver. This must be done at the gate, on a car-by-car basis, requiring approximately 3 – 4 minutes per vehicle.

A special thank you to *BRIAN BURY* who has offered to help with this effort.

NOTE: Owners will be required to be familiar with the programming process for their own vehicles.

5.1.2 Perimeter Fencing (Semiahmoo Trail): The unstable fence posts along the Semiahmoo Trail perimeter have now been repaired at an estimated cost of less than \$600.00.

It was **MOVED** (Hensman), **SECONDED** (Buttolph), and **CARRIED** that Elgin Pointe Council approves payment of up to \$600.00 to Carmichael Construction for the materials and labour relating to this work.

Carmichael Construction advised that the fence most likely will need to be replaced in its entirety within 5 years.

5.1.3 Irrigation System Upgrades: Report awaited.

Agent Corneille to follow up with contractor (Artee Lawn Sprinkler Systems).

5.1.4 Roof Inspection: It was agreed that contractor Valhalla Roofing Ltd. do a walk-through inspection to identify current and potential future areas of roof tile deterioration. President Hensman and Councillor Buttolph to attend.

Agent Corneille to contact Valhalla for available dates.

5.1.5 Depreciation Report: Final report awaited.

5.2 Water Damage (NOT water ingress)

The strata's insurer is overseeing the repairs. The first \$25,000.00 (being the strata's water damage deductible) must be paid by the strata corporation and charged back to owners whose personal insurance will reimburse the strata. Repair costs in excess of \$25,000.00 will be paid by the strata corporation's insurance.

The current total estimate of damage is \$65,000.00

The options for payment of the \$25,000.00 deductible are:

- from operating account or
- as a loan from the CRF

It was MOVED (Buttolph), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves payment of the \$25,000.00 deductible by means of a loan from the CRF which will be repaid by the owners' personal insurance.

In accordance with the Strata Property Act of BC, this loan must be repaid before fiscal year end (Jan/31/20).

5.3 Water Ingress Loss

Repairs have been completed including interior painting (by City Wide). Total repair costs will be less than \$1,000.00.

It was MOVED (Buttolph), SECONDED (Roy), and CARRIED that Elgin Pointe Council approves payment of up to \$1,000.00 for the materials and labour relating to this work.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

6.1.1 Revitalization of Front Gardens:

- Replanting has occurred in the gardens.
- One unit – still awaiting planting of new tree.

6.1.2 Dead Cedars in Hedges: Two of four dead cedars will be replaced due to privacy issues. It was agreed the other two will not be replaced.

6.1.3 Raccoon Damage: The lawn between units 26 and 27 has been damaged by raccoons. Vista has been contacted to determine what is best course of action at this time and how to avoid in future. Nothing can be done at this time of year but application of BTG protein crystal to control chafer beetle infestation (which is the grub the raccoons are seeking) will be considered in spring.

6.1.4 Laurel Hedge Height: Council has agreed that the height of the laurel hedges throughout the complex remains consistent. No exceptions were deemed necessary or appropriate.

6.1.5 Rotted Edging in Entrance Garden: One of the 4x4 edging pieces has rotted and split. Replacing it is not deemed necessary at this time.

6.1.6 Additional Topsoil: Additional topsoil required at a unit. To be ordered from Vista.

6.2 Maintenance:

Dryer Vent Hose Connections: Several owners have reported that their dryer vent hose has become detached from the roof vent which can lead to condensation in the attic space.

Agent Corneille to identify a contractor to check units and repair/attach as required.

6.3 Webmaster:

- Activities in October: Fall newsletter published and distributed.
- Planned for November: Generate enter-phone directory list and upload into new Enter-phone system. (Refer item 5.1.1)
- Below is the website activity report for the period Sep/24/19 – Oct/26/19:

Web Page Visited	Period Ending / Reporting Days					
	26-Oct-19	32	24-Sep-19	35	20-Aug-19	29
Bulletin Board	559		572		331	
Clubhouse Bookings	75		53		30	
Community	89		80		56	
Documents	128		98		77	
Emergencies	26		32		17	
FAQ	65		75		30	
Home	2551		1651		1510	
Login	421		280		187	
Notices and Bulletins	28		24		14	
Parking Passes	10		9		6	
Visitors	50		60		27	

7. CORRESPONDENCE

7.1 – 7.25 As per attached List of Correspondence Issues.

→ Owners are reminded to ALWAYS INDICATE YOUR UNIT NO. on any correspondence.

8. NEW BUSINESS

8.1 Upgrade Exterior Lights: Some exterior light units on houses need to be replaced. Maintenance Committee to handle.

8.2 Strata Insurance Renewal Challenges: Insurance costs are a substantial expense to the strata, currently running approximately 26% of the operating budget. Increases in premium and deductibles are anticipated for the upcoming 2020-21 renewal. Council agreed it would be advantageous to hold an information session for owners, to be **attended by the strata's insurance agent**. Suggested for mid to late January. Details will be released closer to the time.

8.3 Gutters: The pros and cons of gutter guards were discussed as a possible aid in reducing gutter overflow in some units. As a trial, some gutter guards will be installed on some units.

8.4 Christmas Social Reminder: As previously announced, the Christmas Social has been set for:

Sunday, December 8, 2019
2:00pm – 4:00pm in the clubhouse

8.5 Clubhouse Cleaning Schedule: Effective Wednesday, October 30, 2019, the scheduled cleaning of the clubhouse has been amended to alternate Wednesdays from 4:00pm – 5:00pm. The new schedule will be noted on the Clubhouse Booking Calendar in the Elgin Pointe website.

8.6 Bylaws: Strata bylaws are being reviewed for the 2020 Annual General Meeting.

8.7 Main Entrance Gate: Councillor Roy proposed consideration be given to leaving the main entrance gate open during the day thereby significantly reducing the annual maintenance costs. Council supported this suggestion and agreed to proceed with a one-week trial in November.

8.8 Annual General Meeting Date: The date for the next Annual General Meeting has been set for:

Tuesday, March 24, 2020

Mark your calendars! Further details to follow as the date approaches.

9. MEETING ADJOURNED

The meeting adjourned at 5:15pm

The next two meetings are scheduled for: Monday, November 25, 2019 and
Monday, December 16, 2019

Both at 3:00 pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- 1. BCS1501 Treasurer's Monthly Report as of Sep/30/19 }
- 2. BCS1501 CRF Reconciliation to Sep/30/19 and Forecast to Jan/31/20 } All as per
- 3. BCS1501 Income & Expense Reconciliation to Sep/30/19 and } Item 4
- Forecast to Jan/31/20 } of these minutes
- 4. BCS1501 Petty Cash Balance Sheet as of Oct/23/19 }
- 5. List of Correspondence Issues as at Oct/28/19 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: October 28, 2019

Correspondence type: L = letter E = email P = phone call I/P = in person PSM = Peninsula Strata Mgmt
 Unit A: Unit owner originating the correspondence
 Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	07/28	L	Fungus in window well	Ongoing
7.2	08/09	E	Screen door - an AOL is needed	Ongoing
7.3	08/18	E	Gate issues	Completed
7.4	08/19	E	1. Side tap needs replacing and 2. Mole issue	1. Ongoing 2. Ongoing
7.5	09/09	E	Straps holding downspout have loosened	Ongoing
7.6	09/09	E	1. Bush removal and 2. Rotting landscape tie	1. Ongoing 2. Ongoing
7.7	09/12	E	Second floor gutters draining the wrong way	Ongoing/Completed?
7.8	09/25	E	Plugged downspout at garage	Ongoing
7.9	09/27	E	Request to change overnight RV parking bylaw	Bylaws to be reviewed for 2020 AGM.
7.10	09/27	E	Another mole	Ongoing
7.11	10/03	E	Clogged Patio Gutter	Completed
7.13	10/07	E	Restoration Repair Quote – had we received it?	Completed
7.14	10/07	E	Efflorescence in garage	Ongoing
7.15	10/08	E	Pine tree removal in back yard	Ongoing
7.16	10/09	E	Outside Window Cleaning Date	Completed
7.17	10/11	E	Concern re Landscaping	Completed?
7.18	10/13	E	Wasp Nest in Tree Across from Unit 7	Completed

7.19	10/15	E	Barking Dog Response	Completed
7.20	10/15	E	Wasp Nest Under Patio Overhang	Completed
7.21	10/16	E	Gutter Clogged	Completed
7.22	10/16	E	Gutter Clogged	Completed
7.23	10/18	E	Wasp Nest Above Kitchen Window	Completed
7.24	10/18	E	Dryer Vent in Attic has Separated	Ongoing
7.25	10/22	E	Blocked Gutter	Completed

DRAFT

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of September 30th, 2019.

Fiscal Year 2019, Fiscal Month 08.

For Council Meeting of October 28th, 2019.

- 1) CRF fund stands at \$286,346.27
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$28,668.58

It is normal to be ahead of budget this time of the year, Summer and early Fall are our big expense periods.

- 4) Petty Cash balance on hand (as of October 23rd) = \$257.71
- 5) As mentioned in last months report there were two major water related incidents in the complex. The good news is that one of the issues was relatively easy and inexpensive to fix. However, the second issue has unfolded as expected and resulted in a claim against the Strata's Insurance. Council are reviewing all options regarding the upcoming renewal of the Strata's Insurance Policy as we have been informed by our Agents (HUB International) that even without a claim we should budget for a 25% (\$26K) premium increase in 2020 due to the staggering number of water related claims the Insurance industry has incurred recently. The prime culprits being Flooding and Water damage in Hi-rise buildings.

DUE DILIGENCE BY OWNERS IS THE BIGGEST FACTOR IN PREVENTING OR MITIGATING THE COSTS RELATED TO WATER CAUSED DAMAGE. Please see the Fall newsletter for details on how you can help.

- 6) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - FISCAL 2019.08

BCS1501 CRF Reconciliation (to SEPTEMBER 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance	Closing Balance	Closing CRF Value	Closing Balance	CRF Monthly Contribution	CRF Payments	CRF Payments	CRF Loans	CRF Loan	CRF Interest Gain	CRF Payments	CRF Term Deposit
		(from statements)	(CRF Term Deposit)	(from statements)	(calculated)	(from Strata fees)	(to O/A)	(from O/A)	(to O/A)	Repayments (from O/A)		(to Term Deposit)	Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.12	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
	August 31 2019	\$170,846.54	\$102,330.00	\$273,176.54	\$273,176.54	\$8,272.25	-\$2,567.33	\$168.00	\$0.00	\$8,600.92	\$274.55	\$0.00	\$2,330.00
	September 30 2019	\$184,016.27	\$102,330.00	\$286,346.27	\$286,346.27	\$8,272.25	-\$4,002.60	\$0.00	\$0.00	\$8,600.92	\$299.16		
	FORECAST												
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	-\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals					\$99,267.00	-\$20,720.05	\$199.11	-\$103,211.00	\$103,211.00	\$2,539.29	\$0.00	\$2,330.00
	Average/Unit												

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 OPERATING BUDGET - FISCAL 2019.08

BCS1501 Income & Expense Reconciliation (to September 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
0	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
6	July 31 2019	\$19,457.51	\$19,457.51	\$33,089.24	\$112.20	\$33,201.44	-\$33,707.61	-\$506.17
7	August 31 2019	\$23,058.33	\$23,058.33	\$33,089.24	\$163.55	\$33,252.79	-\$29,651.97	\$3,600.82
8	September 30 2019	\$28,668.58	\$28,668.58	\$33,089.24	\$123.98	\$33,213.22	-\$27,602.97	\$5,610.25
	FORECAST							
9	October 31 2019			\$33,089.24	\$75.00	\$33,164.24		
10	November 30 2019			\$33,089.24	\$75.00	\$33,164.24		
11	December 31 2019			\$33,089.24	\$75.00	\$33,164.24		
12	January 31 2020			\$33,089.24	\$75.00	\$33,164.24		
	TOTALS			\$397,070.86	\$300.00	\$398,122.26		
	Monthly Avg/Unit			\$435.38		\$436.54		
	Annual Avg/Unit			\$5,224.62		\$5,238.45		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 - FISCAL 2019
 Petty Cash: BALANCE SHEET as of October 23rd, 2019. Fiscal 2019.09
 Provided for Council Meeting of October 28th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT	ACCOUNT DESCRIPTION
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE	
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-\$7.70	\$0.00	-\$7.70	-\$27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-\$82.42	\$0.02	-\$82.40	-\$109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-\$15.67	\$0.02	-\$15.65	-\$125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-\$102.69	-\$0.01	-\$102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-\$110.35	\$0.00	-\$110.35	-\$10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-\$22.59	\$0.01	-\$22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-\$27.99	-\$0.01	-\$28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-\$176.51	\$0.01	-\$176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-\$6.91	\$0.01	-\$6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
PAID	06/24/2019	74.37	-\$39.57	\$0.02	-\$39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
PAID	07/18/2019	34.82	-\$54.87	\$0.02	-\$54.85	-\$20.03	Trudi Heard	45	Paper Hand Towels for Club House	6412	Club House Supplies
RECEIVED	08/20/2019	-20.03	\$328.44	\$0.00	\$328.44	\$308.41	PETTY CASH		PETTY CASH ADVANCE		
PAID	10/08/2019	308.41	-\$20.70	\$0.00	-\$20.70	\$287.71	Gordon Buttolph	45	New weatherproof padlock on C House deck box	6307	Repairs & Maintenance
PAID	9/30/2019	287.71	-\$29.99	-\$0.01	-\$30.00	\$257.71	Linda Hensman	31	Thank you gift for retiring Councilor Jantzi	6601	
		257.71									

BCS1501 - FISCAL 2019.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: September 30th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
September 30, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held Monday, September 30, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President (Acting Landscaping Coordinator)
Pat Douglas, Vice-President
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Gordon Buttolph, Treasurer

1. CALL TO ORDER

The meeting was called to order at 2:52 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Roy), SECONDED (Palmer) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of August 26, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.5 Semiahmoo Trail Access Gate (behind clubhouse)

4. FINANCIAL

4.1 Financial Statements to August 31, 2019: as per attached reports including:

- Treasurer's Report as of August 31, 2019
- CRF Reconciliation
- Income & Expense Reconciliation
- Petty Cash Balance Sheet as of September 25, 2019

In the absence of Treasurer Buttolph, the financial review was presented by Agent Corneille.

It was MOVED (Douglas), SECONDED (Roy), and CARRIED that Elgin Pointe Council approves the financial statements as above.

- 4.2 Accounts Receivable as of August 31, 2019: NIL
- 4.3 Petty Cash Reconciliation as of September 25, 2019: \$308.41 balance on hand.

** ** *

*At this time, and at the request of council, former Councillor **CLAUDIA JANTZI** attended the meeting briefly. Claudia served on council from July 2018 to June 2019 when she resigned for personal reasons. During her time on council, Claudia held the position of Landscaping and Gardening Coordinator and gave generously of her time and energy in fulfilling her responsibilities.*

*Claudia was presented with a card and a bottle of wine as a small token of appreciation for her many hours of volunteered service. **Thank you Claudia!***

** ** *

5. BUSINESS ARISING

5.1 Capital Projects

- 5.1.1 Entry Access System: Installation of the new gate control system is scheduled for Tuesday, October 1, 2019.

Until further notice, the entry codes for both the vehicle and pedestrian gates will remain **unchanged but there will be no ability to dial owners' units from the** gate.

An email providing more specific details will be sent directly to owners.

- 5.1.2 Perimeter Fencing (Semiahmoo Trail): Council voiced frustration that this project is taking much longer than anticipated (due to availability of the contractor); however, the assigned contractor, Carmichael Construction, has confirmed that the repairs will be completed by the end of October.

- 5.1.3 Irrigation System Upgrades: This is another project that is taking considerably longer than planned to complete, again due to the availability of the contractor during peak spring and summer months. Phase 1 upgrades are ongoing but incomplete and work is now on hold until spring when the system is again operational.

As for the three area control units, one has already failed and all are outdated and in need of replacement.

It was **MOVED** (Roy), **SECONDED** (Alpen), and **CARRIED** that Elgin Pointe Council approves the expenditure of up to \$1,800 (\$600/unit) + tax, including installation, to replace all three area control units. Features to include Wi-Fi capability for remote access.

- 5.1.4 Roof Inspection: Deferred. Council is awaiting reply from contractor, Valhalla Roofing, regarding the quality of roof tiles and whether or not the tiles may be deteriorating before their anticipated lifespan.
- 5.1.5 Depreciation Report Update: Ongoing - draft report is almost completed.

5.2 Snow Clearing 2019-20

Three quotes have been obtained.

- a. TBO Snow & Ice Management: (cleared the complex 2018-19)
\$305 (salting) + \$545 (plowing) + \$50 (site inspection) = \$900 per snowfall
- b. North Western Property Maintenance: (cleared the complex 2017-18)
\$330 (salting) + \$660 (plowing) = \$990 per snowfall
- c. Pegasus Plowing:
\$330 (salting) + \$420 (plowing/bobcat) = \$750 per snowfall

It was MOVED (Alpen), SECONDED (Roy), and CARRIED that Elgin Pointe Council approves contracting Pegasus Plowing for the 2019-20 season subject to clarification about the amount of snowfall required to trigger plowing and the temperature at which they will salt.

It was noted that, while brine is generally preferable to salt, only the larger snow clearing companies have the ability to make brine but these large companies generally will not take on smaller contracts such as Elgin Pointe or they fall down the list in terms of priority for clearing/salting.

5.3 Dryer Vent Cleaning

External cleaning of dryer vents is scheduled for **Monday, November 4, 2019**.

Owners will be given the option of hiring the contractor to also clean their internal vents at their own expense. Details will be provided in the Elgin Pointe fall newsletter, to be published mid-October as well as a notice to be posted in the kiosk.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

- 6.1.1 Revitalization of Front Gardens: Removal of the shrubs took place on September 3rd, much earlier than anticipated and before notice could be provided to affected owners.

Subsequent root removal is incomplete but ongoing.

Replanting, where appropriate, will be done before winter.

Grasses and perennials will be removed at the time of replanting.

Unfortunately, the Hicks Yew at units 15-16 was removed in error and will be replaced by Vista at no cost.

- 6.1.2 Moles: KEN DOUGLAS has kindly agreed to respond to mole sightings and will set traps in future. Thank you, Ken!
- 6.1.3 Fall Planting and Spring Bulbs: Approval was given by Council to provide \$500 to the Landscaping Group for fall plants and spring bulbs.

6.2 Maintenance:

6.2.1 Gutters: New issues have been identified. This will be an ongoing issue for the complex.

6.2.2 Clubhouse Exterior Lighting: The change to LED lights is expected to be completed in October.

6.3 Webmaster:

- The website Bulletin Board is catching on with seven (7) postings in September.
- Assisted new owner with website access.
- Below is the website activity report for the period Aug/21/19 - Sep/24/19.

Web Page Visited	Period Ending / Reporting Days					
	24-Sep-19	35	20-Aug-19	29	22-Jul-19	33
Bulletin Board	572		331		293	
Clubhouse Bookings	53		30		30	
Community	80		56		57	
Documents	98		77		72	
Emergencies	32		17		17	
FAQ	75		30		27	
Home	1651		1510		1466	
Login	280		187		228	
Notices and Bulletins	24		14		18	
Parking Passes	9		6		11	
Visitors	60		27		35	

7. CORRESPONDENCE

7.1 – 7.36 As per attached List of Correspondence Issues.

➔ ***Owners are reminded to ALWAYS INDICATE YOUR UNIT NO. on any correspondence.***

8. NEW BUSINESS

8.1 Christmas Social: Mark your calendars!! The Christmas social has been scheduled for:

DATE: Sunday, December 8, 2019
TIME: 2:00 to 4:00 PM
LOCATION: Clubhouse

A special thank you to LORRAINE PECK for again volunteering to organize this seasonal get together!

8.2 Newsletter: The next Elgin Pointe Newsletter will be released mid-October.

- 8.3 Water Damage: A unit has recently been damaged by an internal water source. Damages are expected to exceed the strata's \$25,000 deductible for such losses. Work is ongoing. Council will consider various options once final repair costs are known.
- 8.4 Water Ingress Damage: A unit recently sustained water damage due to excessively heavy rains resulting in a leak around a vent flashing on the roof. Final repair costs are to be determined but damage was not excessive.
- 8.5 Semiahmoo Trail Access Gate (behind clubhouse): It was noted that this gate needs to be replaced. Councillor Buttolph and/or Ron Carmichael (Carmichael Construction) will assess.

9. MEETING ADJOURNED

The meeting adjourned at 5:05pm.

The next meeting is scheduled for Monday, October 28, 2019 at 3:00 pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- 1. BCS1501 Treasurer's Monthly Report as of August 31, 2019 (fiscal 2019.07) }
- 2. BCS1501 CRF Reconciliation to August 31, 2019 and Forecast to January 31, 2020 } all as per
- 3. BCS1501 Income & Expense Reconciliation to August 31, 2019 and Forecast to } Item 4
January 31, 2020 } of these minutes
- 4. BCS1501 Petty Cash Balance Sheet as of September 25, 2019 }
- 5. BCS1501 List of Correspondence Issues as at September 30, 2019 (as per item 7 of these minutes).

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: September 30, 2019

Correspondence type: L = letter E = email P = phone call I/P = in person PSM = Peninsula Strata Mgmt

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	05/27	E	Overgrown tree – over roof	COMPLETED
7.2	07/12	E	Pruning required but patio furniture is in the way	COMPLETED
7.3	07/18	E	Pruning of back yard bushes	COMPLETED
7.4	07/28	E	1. Irrigation head in backyard and 2. Roof debris	1. COMPLETED 2. COMPLETED
7.5	07/28	L	Fungus in window well	Ongoing
7.6	07/31	E	Irrigation line break – owner’s responsibility	COMPLETED
7.7	08/06	E	Overgrown sumac tree at SW pedestrian entrance	COMPLETED
7.8	08/07	T	Wasp nest	COMPLETED
7.9	08/09	E	Screen door - an AOL is needed	Ongoing
7.10	08/18	E	Flaking paint on back door frame	Will be dealt with in spring 2020
7.11	08/18	E	Gate issues	Ongoing
7.12	08/19	E	1. Side tap needs replacing and 2. Mole issue	1. Ongoing 2. Resolved
7.13	08/19	E	Shrubs on south side need pruning	COMPLETED
7.14	08/26	I/P	Paint peeling on upper front fascia board near roof	Will be dealt with in spring 2020
7.15	08/26	I/P	Car parked on apron	COMPLETED
7.16	08/27	E	Backyard tree pruning date	COMPLETED

7.17	08/27	E	Gutter debris at units 15 and 18	COMPLETED
7.18	08/28	E	Wasp nest	COMPLETED
7.19	09/01	E	Irrigation not working	COMPLETED
7.20	09/03	E	Enterphone issues	COMPLETED
7.21	09/03	E	Rhodos were removed and sawdust in unit	COMPLETED
7.22	3	E	Irrigation not working	COMPLETED
7.23	09/04	E	Irrigation not working	COMPLETED
7.24	09/04	E	Clumps of wet grass left on patio and staining it	COMPLETED
7.25	09/04	E	Remove from email list (sold)	COMPLETED
7.26	09/09	E	Plugged downspout	COMPLETED
7.27	09/09	E	Straps holding downspout have loosened	Ongoing
7.28	09/09	E	1. Bush removal 2. Rotting landscape tie	1. Ongoing 2. Ongoing
7.29	09/10	E	Dying bush at front door	COMPLETED
7.30	09/12	E	Second floor gutters draining the wrong way	Ongoing
7.31	09/17	E	Plugged gutter over garage	COMPLETED
7.32	09/20	E	Had Vista remove two dead cedars	COMPLETED
7.33	09/24	E	Name of company who replaced hot water tank at clubhouse	COMPLETED
7.34	09/25	E	Plugged downspout at garage	Ongoing
7.35	09/27	E	Request to change overnight RV parking bylaw	Bylaws to be reviewed for 2020 AGM.
7.36	09/27		Another mol	Ongoing

DRAFT

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of August 31st, 2019.

Fiscal Year 2019, Fiscal Month 07.

For Council Meeting of September 30th, 2019.

- 1) CRF fund stands at \$273,176.54
- 2) The maturing CRF Term Deposit (which earned \$2,330) was rolled over into a new 120-day TD @2.09% maturing in December.
- 3) AR total outstanding = \$0.
- 4) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$23,058.33

It is normal to be ahead of budget this time of the year, Summer and early Fall are our big expense periods.

- 5) Petty Cash balance on hand (as of September 27th) = \$308.41
- 6) Looking forward: in September there were two major water related incidents in the complex. One was a roof membrane issue that will impact the CRF (subject to owner agreement at the next AGM). The other was a major flood that will likely exceed the \$25,000 owner deductible and will therefore constitute a claim on the Strata Insurance policy. The full extent of the damage and related costs is still being determined.
- 7) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation
 - 4) Treasurer's Monthly Report

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - FISCAL 2019.07

BCS1501 CRF Reconciliation (to AUGUST 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.12	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
	August 31 2019	\$170,846.54	\$102,330.00	\$273,176.54	\$273,176.54	\$8,272.25	-\$2,567.33	\$168.00	\$0.00	\$8,600.92	\$274.55	\$0.00	\$2,330.00
	FORECAST												
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$13,282.55	\$199.11	-\$103,211.00	\$103,211.00	\$2,410.13	\$0.00	\$4,660.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 OPERATING BUDGET - FISCAL 2019.07

BCS1501 Income & Expense Reconciliation (to August 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
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8	September 30 2019			\$33,089.08	\$75.00	\$33,164.08		
9	October 31 2019			\$33,089.08	\$75.00	\$33,164.08		
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11	December 31 2019			\$33,089.08	\$75.00	\$33,164.08		
12	January 31 2020			\$33,089.08	\$75.00	\$33,164.08		
	TOTALS			\$397,070.06	\$375.00	\$398,072.48		
	Monthly Avg/Unit			\$435.38		\$436.48		
	Annual Avg/Unit			\$5,224.61		\$5,237.80		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 - FISCAL 2019
Petty Cash: BALANCE SHEET as of September 25th, 2019. Fiscal 2019.08
Provided for Council Meeting of September 30th, 2019

STATUS	INVOICE DATE mm/dd/yyyy	OPENING BALANCE	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING BALANCE	PAID TO	UNIT #	ITEM DESCRIPTION	ACCOUNT CODE	ACCOUNT DESCRIPTION
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-\$7.70	\$0.00	-\$7.70	-\$27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-\$82.42	\$0.02	-\$82.40	-\$109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-\$15.67	\$0.02	-\$15.65	-\$125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-\$102.69	-\$0.01	-\$102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-\$110.35	\$0.00	-\$110.35	-\$10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-\$22.59	\$0.01	-\$22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-\$27.99	-\$0.01	-\$28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-\$176.51	\$0.01	-\$176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-\$6.91	\$0.01	-\$6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
	06/24/2019	74.37	-\$39.57	\$0.02	-\$39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
	07/18/2019	34.82	-\$54.87	\$0.02	-\$54.85	-\$20.03	Trudi Heard	45	Paper Hand Towels for Club House	6412	Club House Supplies
	08/20/2019	-20.03	\$328.44	\$0.00	\$328.44	\$308.41	PETTY CASH		PETTY CASH ADVANCE		

BCS1501 - FISCAL 2019. Social Committee Funds: OFF BALANCE SHEET Council Meeting: September 30th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

August 26, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, August 26, 2019**
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Gordon Buttolph, Treasurer
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

1. CALL TO ORDER

The meeting was called to order at 3:00pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Palmer), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of July 22, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.4 – Parking
8.5 – Landscaping Concerns

4. FINANCIAL

4.1 **Financial Statements to July 31, 2019:** as per attached reports including:

- Treasurer's Monthly Report as of July 31, 2019
- Income & Expense Reconciliation to July 31, 2019
- CRF Reconciliation to July 31, 2019
- Petty Cash Balance Sheet as of August 23, 2019

It was **MOVED (Douglas), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of July 31, 2019:** Nil

4.3 **Petty Cash Reconciliation as of August 20, 2019:** \$308.41 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

- 5.1.1 Entry Access System: The vendor (Avant Guard) has confirmed that the new Linear access panel and associated radio system has been ordered with an anticipated delivery date of early September. Installation is still expected mid-September to early October.

The Maintenance Committee installed a new gate-stop bumper. This will prevent the west arm gate from over-cycling upon opening.

- 5.1.2 Perimeter Fencing (Semiahmoo Trail): Carmichael Construction suggested budgeting \$130/post including installation.

It was **MOVED (Alpen), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves expenditure of up to \$3,000.00 for fence post repairs/replacement along the west perimeter (Semiahmoo Trail).

- 5.1.3 Gutter Repairs: The next phase of the gutter renovation was started with units 11-18 (inclusive) being retrofitted with funnels and leaf catchers. Some minor repairs were also completed. Additional work needs to be done – targeted for September.

It was **MOVED (Douglas), SECONDED (Alpen) and CARRIED** that Elgin Pointe Council approves payment of \$4,002.60 to Kymar Gutters Inc. for the work completed to date.

- 5.1.4 Irrigation System Upgrades: There were several issues noted and reported along the east and north perimeter lots (units 20-34). Following the power failures of August 10 and 11, the system timer that controls this area failed to reset and remained off. Contractor (Artee Lawn Sprinkler Systems) suggested replacing two of the three timers. Cost to be determined. President Hensman met with the contractor to discuss the phase 1 upgrades as approved by owners at the AGM. Work will proceed as soon as possible.

It was **MOVED (Palmer), SECONDED (Alpen) and CARRIED** that Elgin Pointe Council approves an expenditure of up to \$8,000.00 from the CRF for upgrades to phase 1 of the irrigation system.

Contractor to track and bill for this upgrade work separately from routine maintenance.

- 5.1.5 Gate and Fence Repairs (excluding perimeter gates and fences): Completed in July.

It was **MOVED (Douglas), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves payment of \$782.25 to Carmichael Construction for these repairs.

- 5.1.6 Roof Inspection: Council agreed to engage Valhalla Roofing to do an inspection of the state of the concrete roof tiles on a select number of units within each construction phase.

- 5.1.7 Depreciation Report Update: Site inspection by RDH (Company engaged to complete depreciation report) was performed Friday, August 23. Report awaited.

It was **MOVED (Douglas), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves expenditure of up to \$7,000.00 for the inspection and the preparation of depreciation report documents.

- 5.2 **Gutter Cleaning:** All gutters in the complex were cleaned by Apex Property Management. In addition to the gutters, several roofs were blown and scraped, the valleys were cleaned and a couple of temporary repairs were made to downspouts.

REMINDER TO ALL HOMEOWNERS WHOSE DOWNSPOUTS ARE EQUIPPED WITH LEAF CATCHERS

To allow the free flow of water, leaf catchers must be checked regularly and cleared of leaves and debris. THIS IS THE RESPONSIBILITY OF OWNERS, NOT COUNCIL.

It is your money that is being saved if these leaf catchers are kept clean!

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

- 6.1.1 Front Gardens: As part of the ongoing effort to revitalize the common property, President Hensman worked with Vista to identify and prioritize work required in front gardens. It was recommended that work be completed during September and October, budget permitting.

It was **MOVED (Palmer), SECONDED (Douglas) and CARRIED** that Elgin Pointe Council approves expenditure of up to \$3,500.00 for removal of existing shrubs and perennials and replanting of shrubs in selected front gardens.

- 6.1.2 Encroaching Trees Along Perimeter Green Space: With respect to tree maintenance around the complex, it was suggested that Vista's tree service crew be hired to clear trees which are encroaching from the green space along the north, east and west perimeters.
- 6.1.3 Large Tree Pruning in Backyards Bordering North, East and West Perimeters: At the same time, it would be cost effective to have the Vista tree service crew prune the large trees in the back yards along the same perimeters. This work will be done so far as the budget allows.

It was agreed that at this time the budget did not permit for the tree pruning but this will be included in the 2020-21 budget for completion in fall 2020.

- 6.1.4 Mulch at Main Entrance: Now that the additional drip lines have been installed along the cedar hedge, it was recommended that mulch be put down to cover the lines and to minimize water loss. This has been completed.

It was **MOVED (Alpen), SECONDED (Douglas) and CARRIED** that Elgin Pointe Council approves payment of \$250.00 + GST = \$262.50 to Vista for mulch, including delivery and spreading.

- 6.2 **Maintenance:** The remaining LED light fixtures need to be installed on the Club House, this to be completed as soon as time permits. All other maintenance issues have been covered under other sections of these minutes.

6.3 Webmaster:

- Again this month no structural work was done on the website.
- Minor changes were made to Clubhouse Booking Requests.

- Content wise, there were five (5) post requests to the Bulletin Board, and three (3) Clubhouse booking requests during August.
- Below is the website activity report for the period Jul/23 to Aug/20.

Web Page Visited	Period ending / Reporting Days					
	20-Aug-19	29	22-Jul-19	33	19-Jun-19	27
Bulletin Board	331		293		680	
Clubhouse Bookings	30		30		14	
Community	56		57		47	
Documents	77		72		52	
Emergencies	17		17		11	
FAQ	30		27		21	
Home	1510		1466		1451	
Login	187		228		229	
Notices and Bulletins	14		18		42	
Parking Passes	6		11		10	
Visitors	27		35		35	

7. CORRESPONDENCE

7.1 – 7.39 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 **Snow Clearing:** Snow clearing contracts typically take effect November 1st. The Property Manager will solicit quotes for council's consideration.

8.2 **CHOA Membership Renewal:**

It was **MOVED (Alpen). SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves payment of \$412.50 to renew membership.

8.3 **Dryer Vent Cleaning:** It was noted that here have been recent condo fires attributable to lint build-up in dryer vents. This is an avoidable fire hazard.

It was **MOVED (Alpen). SECONDED (Douglas) and CARRIED** that Elgin Pointe Council approves expenditure of \$1,064.00 for the external cleaning of dryer vents for all units.

➔ Once a date has been arranged, owners will be given the option of hiring the contractor to also clean their dryer hoses inside their units.

8.4 **Parking:** There have been numerous recent issues regarding abuse of parking within the complex. Owners are reminded of the following excerpts from Bylaw 12 – Parking:

- (1) All roadways within the development are designated as fire and emergency vehicle lanes. **Vehicles shall not be parked at any time on any of the roadways.**
- (2) An owner, tenant or occupant may only park their vehicle in the strata lot's garage or the additional parking space, if any, designated as limited common property to the strata lot.
- (3) Vehicles may be parked on the common property driveway facing the strata lot but the vehicle must not extend past the end of the driveway apron. Vehicles must not be parked sideways.

8.5 **Landscaping Concerns:** It has been noted that the quality of work by some of the landscaping personnel does not meet previous standards. For example, irregular mowing, debris left behind, etc. This will be discussed with Vista.

9. MEETING ADJOURNED

The meeting adjourned at 5:10 pm.

The next meeting is scheduled for **Monday, September 30, 2019 at 3:00 pm** in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as at July 31, 2019 including:
 - Income & Expense Reconciliation (to Jul/31/19) and Forecast to YE (Jan/31/20)
 - CRF Reconciliation (to Jul/31/19) and Forecast to YE (Jan/31/20)
 - SPL Reconciliation (to Jul/31/19) and Forecast to YE (Jan/31/20)
 - Petty Cash Balance Sheet as of August 23, 2019
 - 2019 Q2 Financial Summary (Feb/01/19 – Jul/31/19)all as per item 4 of these minutes.
2. List of Correspondence Issues as at August 26, 2019 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
 As of council meeting of: **August 26, 2019**

(OWNER COPY)

Correspondence type: L = letter E = email P = phone call
 Unit A: Unit owner originating the correspondence
 Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	04/20	E	Plugged downspout (upper / rear)	COMPLETED
7.2	04/30	Verbal	Broken roof tiles	COMPLETED
7.3	05/27	E	Overgrown trees – over roof	Ongoing
7.4	05/27	E	Downspout not attached to drainpipe	COMPLETED
7.5	06/11	E	Holes in Hardy Board from downspout outside kitchen window – wants them filled	COMPLETED
7.6	06/17	E	Backyard tap needs to be replaced	COMPLETED
7.7	06/24	E	Damage to curbs	COMPLETED
7.8	06/30	E	Plant in the way in reserved parking stall	COMPLETED – Plant cut back and to be removed in fall
7.9	07/11	E	Overflowing gutters and roof debris	COMPLETED
7.10	07/12	E	Pruning required but patio furniture is in the way	COMPLETED
7.11	07/18	E	Gutters need to be cleaned	COMPLETED
7.12	07/18	E	Pruning of back yard bushes	COMPLETED
7.13	07/22	E	Blocked/overflowing gutters	COMPLETED
7.14	07/22	E	Wasp nest.	COMPLETED
7.15	07/22	E	Back yard cedar hedge too wet.	COMPLETED
7.16	07/23	E	Front porch light and kitchen cupboard door supplier	COMPLETED
7.17	07/24	E	Wasp nest	COMPLETED

7.18	07/28	E	Barking dog	COMPLETED
7.19	07/28	E	1. Irrigation head in backyard and 2. Roof debris	Ongoing
7.20	07/28	L	Fungus in window well	Ongoing
7.21	07/31	E	Irrigation line break – owner's responsibility	Ongoing
7.22	08/06	E	Overgrown sumac tree at SW pedestrian entrance	COMPLETED
7.23	08/06	E	Barking dog	COMPLETED
7.24	08/07	T	Wasp nest	Ongoing
7.25	08/09	E	Screen door - an AOL is needed	Ongoing
7.26	08/15	E	Irrigation system – power outage	COMPLETED
7.27	08/15	E	Irrigation system	COMPLETED
7.28	08/15	E	Irrigation system	COMPLETED
7.29	08/18	E	Irrigation system	COMPLETED
7.30	08/18	E	Flaking paint on back door frame	Ongoing
7.31	08/18	E	Gate issues	Ongoing
7.32	08/18	E	Irrigation system	COMPLETED
7.33	08/19	E	1. Side tap needs replacing and 2. Mole issue	Ongoing
7.34	08/19	E	Shrubs on south side need pruning	Ongoing
7.35	08/20	E	Parking an RV	COMPLETED
7.36	08/21	E	Entrance gate left open for a Celebration of Life	COMPLETED
7.37	08/21	E	Potential buyer with two dogs	COMPLETED
7.38	08/26	In person	Paint peeling on upper front fascia board near roof	Ongoing
7.39	08/26	In person	Car parked on apron	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of July 31st, 2019.

Fiscal Year 2019, Fiscal Month 06.

For Council Meeting of August 26th, 2019.

- 1) CRF fund stands at \$256,098.15
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$19,457.51

It is normal to be ahead of budget this time of the year, Summer and early Fall are our big expense periods.

- 4) Petty Cash balance on hand (as of August 20th) = \$308.41
- 5) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation
 - 4) Treasurer's Quarterly Report for Q2

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.06

BCS1501 Income & Expense Reconciliation (to July 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
6	July 31 2019	\$19,457.51	\$19,457.51	\$33,089.24	\$112.20	\$33,201.44	-\$33,707.61	-\$506.17
	FORECAST			\$198,535.42	\$463.87	\$198,999.29		
7	August 31 2019			\$33,089.08	\$75.00	\$33,164.08		
8	September 30 2019			\$33,089.08	\$75.00	\$33,164.08		
9	October 31 2019			\$33,089.08	\$75.00	\$33,164.08		
10	November 30 2019			\$33,089.08	\$75.00	\$33,164.08		
11	December 31 2019			\$33,089.08	\$75.00	\$33,164.08		
12	January 31 2020			\$33,089.08	\$75.00	\$33,164.08		
	TOTALS			\$595,605.32	\$450.00	\$596,983.06		
	Monthly Avg/Unit			\$653.08		\$654.59		
	Annual Avg/Unit			\$7,836.91		\$7,855.04		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.06

BCS1501 CRF Reconciliation (to JULY 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
1	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
2	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
	July 31 2019	\$156,098.15	\$100,000.00	\$256,098.15	\$256,098.15	\$8,272.25	-\$4,150.12	\$0.00	\$0.00	\$8,600.92	\$239.29	\$0.00	\$0.00
	FORECAST												
7	August 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$160.00	\$0.00	\$0.00
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$25,849.88	\$31.11	-\$103,211.00	\$103,211.00	\$2,295.58	\$0.00	\$2,330.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 **SECOND QUARTER** Financial Summary for Fiscal Year 2019.

((February 1st, 2019 – July 31st, 2019))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME Total **Income** to the end of the second quarter (Q1+Q2) was \$198,999.

This is a combination of Strata Fees (\$198,535) plus miscellaneous income (\$464).

EXPENSE Total **Expenses** to the end of the second quarter (Q1+Q2) year were \$179,542.

Therefore, the current account has a positive balance of \$19,458 heading into the third quarter. Due to delays getting contractors onsite, many expenses expected in Q2 will now occur during Q3.

On the expense side: while we are in a good position, we have incurred unplanned costs related to a new Mole infestation and replacement of irrigation equipment that failed in service.

CRF The **Contingency Reserve Fund** stands at \$256,098 at the end of Q2.

50% of the Insurance loan has been repaid as per the budget.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

July 22, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held **July 22, 2019**
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Pat Douglas, Vice-President (acting chair)
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Linda Hensman, President

1. CALL TO ORDER

The meeting was called to order at 2:58 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was noted that the minutes of the June 24, 2019 meeting failed to include a special thank you to **Alec Peck** who, along with Bob Smith, co-chaired the Golf Tournament on June 14. Section 8.3 of the minutes is hereby amended accordingly.

With this correction, it was **MOVED (Palmer), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of June 24, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements to June 30, 2019:** as per attached reports including:

- Treasurer's Report
- Income & Expense Reconciliation
- CRF Reconciliation
- Petty Cash Balance Sheet as of July 18, 2019

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of June 30, 2019:** Nil

4.3 **Petty Cash Reconciliation as of July 18, 2019:** **-\$20.03** (overdrawn)

4.4 **Term Deposit:** A term deposit of \$100,000.00 is coming due in August.

It was **MOVED (Buttolph), SECONDED (Alpen) and CARRIED** that Elgin Pointe Council approves rolling over the full \$102,330.00 into a 120-day term deposit at 2.09% with Toronto-Dominion Bank.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Entry Access System: Council has previously approved proceeding with Avant Guard for this project; however, due to a production issue of a component part, there will be a short delay in delivery of the chosen product. As a consideration for the delay, the vendor is providing an extended warranty. Installation date to be determined – estimated for Sept-Oct.

It was noted that an appropriate bracket has been sourced and the Maintenance Committee will now be able to repair/replace the bumper which prevents the entry gate from opening too wide.

5.1.2 Perimeter Fencing:

5.1.2.1 Semiahmoo Trail: Council was informed that a supplier has been sourced for fence posts to match those which must be replaced along the Semiahmoo Trail. Carmichael Construction is to advise regarding cost and labour availability. Ongoing.

5.1.2.2 North Perimeter: Repairs to the north perimeter fence have been completed.

It was **MOVED (Buttolph), SECONDED (Roy) and CARRIED** that Elgin Pointe Council approves payment of \$1,382.00 to Carmichael Construction, to be charged to the CRF.

5.1.3 Gate and Fence Repairs (excluding perimeter gates and fence): Identified repairs have been completed.

5.1.4 Sealing Driveways, Sidewalks and Concrete Parking Pads: The driveway sealing project was started on June 24th and was successfully completed on July 19th, encompassing 11 workdays, and approximately 250 person-hours of effort. Elgin Pointe council would like to acknowledge the contribution of the following volunteers who worked on this project.

Peter Alpen, Bill Baker, Gordon Buttolph, Pat Hagen, Rick Kearney, Ron Larson, Al McMillan, Joe Nagy, Ed Perih, Rick Post, Moe Prystie, Glenn Roy, Charles Schneider and Blake Stewart.

Council extends a special thank you to **Councillor Glenn Roy** who managed this large project.

Overall, the project required 25 gallons of concrete cleaner concentrate (equaling 125 gallons of mixed cleaner), 110 gallons of concrete sealer plus assorted brushes, rollers, and other supplies. The final figures are not yet available, but the project is expected to come in very close to the \$5,000 budget estimate.

It was **MOVED (Buttolph), SECONDED (Roy) and CARRIED** that Elgin Pointe Council approves payment of \$5,100.00 for materials of which \$5,000.00 is to come from the CRF (as per budget approved by owners at the 2019 AGM) and \$100.00 from the Repairs and Maintenance account.

➔ **It is worth noting that this volunteer project saved Elgin Pointe owners an estimated \$15,000.00.**

5.1.5 Gutter Repairs: A site inspection has been conducted with contractor Kymar Gutters.

A quote was submitted for the next phase of the gutter renovation. Units 11-18 will be retrofitted the same as units 1-10 plus interior double valley slopes will be fitted with funnels and gutter guards.

It was **MOVED (Buttolph), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council accepts the quote of \$4,596.00 + tax for this work.

5.1.6 Irrigation System Upgrades: Contractor Artee has yet to provide a quote for Phase I upgrades although some repairs and upgrades have been done. Ongoing. Refer also item 6.1.1.

5.1.7 Roof Inspection: No update at this time.

5.1.8 Depreciation Report Update: All required documents have been forwarded to RDH Engineers who will do a site inspection at a date to be determined. Councillor Buttolph is the onsite contact for this inspection.

5.2 **Gutter Cleaning:** A quote has been received from Apex to clean gutters and roof valleys of all 76 homes plus the clubhouse.

It was **MOVED (Buttolph), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves the quote of \$5,250 + GST for gutter cleaning by Apex. This work commenced July 22nd and has been coordinated with gutter repairs (per item 5.1.5) so that units scheduled for repairs will have their gutters cleaned first.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

6.1.1 Irrigation System: Additional drip lines have been added to the cedar hedge at the front entrance (this work should be charged to the CRF as per the AGM approval for upgrading). No further work has been done with respect to the upgrading of the system.

6.1.2 Meeting with Vista: On July 17, President Hensman met with Kevin of Vista to discuss the areas in need of revitalization of several front garden areas as per Council's discussion at the June meeting. He will submit detailed quotes for each unit.

Kevin noted a lot of encroachment of trees on the Semiahmoo trail into gardens around the complex. He suggested we consider engaging an arborist and developing a plan to address the overgrowth. He will submit a proposal for consideration as part of next year's budget.

6.2 **Maintenance:**

6.2.1 Trim Painting: Ongoing. Councillor Alpen is the coordinator.

6.2.2 Perimeter Drain Cap: Replaced.

6.3 **Webmaster:** Other than the website hit statistics as below there is nothing to report regarding communications/website.

Web Page Visited	Period ending / Reporting Days					
	22-Jul-19	33	19-Jun-19	27	23-May-19	30
Bulletin Board	293		680		0	
Clubhouse Bookings	30		14		72	
Community	57		47		68	
Documents	72		52		96	
Emergencies	17		11		15	
FAQ	27		21		32	
Home	1466		1451		1716	
Login	228		229		324	
Notices and Bulletins	18		42		160	
Parking Passes	11		10		22	
Visitors	35		35		40	

7. **CORRESPONDENCE**

7.1 – 7.24 As per attached List of Correspondence Issues.

8. **NEW BUSINESS**

8.1 **Annual Inspection of Fire and Safety Equipment (Clubhouse and Fire Hydrants):** Completed.

8.2 **Mole Infestation:** So far this season, there have been several visits by the pest control contractor and seven (7) moles have been captured. It was noted that the strata is charged on a “per capture” basis and by the very nature of the problem it will be recurring.

9. MEETING ADJOURNED

The meeting adjourned at 4:10 pm.

The next meeting is scheduled for **Monday, August 26, 2019** at **3:00 pm** in the clubhouse.

* * * * *

Pat Douglas, Vice-President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as at June 30, 2019 including:
 - Income & Expense Reconciliation (to June 30, 2019) and Forecast to YE (January 31, 2020)
 - CRF Reconciliation (to June 30, 2019) and Forecast to YE (January 31, 2020)
 - Petty Cash Balance Sheet as of July 18, 2019

all as per item 4 of these minutes.

2. List of Correspondence Issues as at July 22, 2019 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: **July 22, 2019**

Correspondence type: L = letter E = email P = phone call

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	04/20	E	Plugged downspout (upper / rear)	Gutter repairs and cleaning ongoing. Refer items 5.1.5 and 5.2 of minutes.
7.2	04/30	Verbal	Broken roof tiles	Ongoing
7.3	05/12	E	Owner requested permission to remove laurels in strata lot at own expense and replace with cedar trees	RESOLVED. Request denied as many strata lots throughout the complex also have laurel trees, and the privacy between adjoining yards would be severely reduced for several years until the cedars sufficiently filled out.
7.4	05/27	E	Overgrown trees – over roof	Ongoing
7.5	05/27	E	Downspout not attached to drain pipe	Gutter repairs and cleaning ongoing. Refer items 5.1.5 and 5.2 of minutes.
7.6	05/27	E	Suspected leak in backyard sprinkler head	RESOLVED
7.7	06/11	E	Holes in Hardy Board from downspout outside kitchen window – wants them filled	Ongoing
7.8	06/17	E	Backyard tap needs to be replaced	Ongoing
7.9	06/24	E	Damage to curbs	Ongoing
7.10	06/30	E	Plant in the way in reserved parking stall	Ongoing
7.11	07/02	E	Overflowing gutter	RESOLVED (Duplicate of 7.15)

7.12	07/02	E	Generic "Homes for Sale" sign	RESOLVED
7.13	07/03	E	Not getting emails	RESOLVED
7.14	07/07	E	Move in on July 13th	RESOLVED
7.15	07/09	E	Overflowing gutter	RESOLVED (Duplicate of 7.11)
7.16	07/11	E	Overflowing gutter and roof debris	Gutter repairs and cleaning ongoing. Refer items 5.1.5 and 5.2 of minutes.
7.17	07/12	E	Pruning required but patio furniture is in the way	Ongoing – see also 7.23 Wasp nest must be removed before pruning can be completed.
7.18	07/16	E	Bank withdrawal form for strata fees	RESOLVED
7.19	07/17	E	Wasps in the fascia	RESOLVED
7.20	07/18	E	Gutters need to be cleaned	Gutter repairs and cleaning ongoing. Refer items 5.1.5 and 5.2 of minutes.
7.21	07/18	E	Pruning of back yard bushes	Ongoing
7.22	07/22	E	Blocked/overflowing gutters	Gutter repairs and cleaning ongoing. Refer items 5.1.5 and 5.2 of minutes.
7.23	07/22	E	Wasp nest.	Ongoing
7.24	07/22	E	Back yard cedar hedge too wet.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of June 30th, 2019.

Fiscal Year 2019, Fiscal Month 05.

For Council Meeting of July 22nd, 2019.

- 1) CRF fund stands at \$243,135.81
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$19,963.68

It is normal to be ahead of budget this time of the year, Summer and early Fall are our big expense periods.

- 4) Petty Cash balance on hand (as of July 18th) = -\$20.03
- 5) Projects related to Drive/Path Sealing and Irrigation system are underway, these expenses will start to show in CRF expenditures starting next month
- 6) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.05

BCS1501 Income & Expense Reconciliation (to June 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
5	June 30 2019	\$19,963.68	\$19,963.68	\$33,089.24	\$54.54	\$33,143.78	-\$30,791.30	\$2,352.48
	FORECAST							
6	July 31 2019			\$33,089.08	\$75.00	\$33,164.08		
7	August 31 2019			\$33,089.08	\$75.00	\$33,164.08		
8	September 30 2019			\$33,089.08	\$75.00	\$33,164.08		
9	October 31 2019			\$33,089.08	\$75.00	\$33,164.08		
10	November 30 2019			\$33,089.08	\$75.00	\$33,164.08		
11	December 31 2019			\$33,089.08	\$75.00	\$33,164.08		
12	January 31 2020			\$33,089.08	\$75.00	\$33,164.08		
	TOTALS			\$397,069.74	\$525.00	\$397,946.41		
	Monthly Avg/Unit			\$435.38		\$436.34		
	Annual Avg/Unit			\$5,224.60		\$5,236.14		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.05

BCS1501 CRF Reconciliation (to JUNE 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance	Closing Balance	Closing CRF Value	Closing Balance	CRF Monthly Contribution	CRF Payments	CRF Payments	CRF Loans	CRF Loan	CRF Interest Gain	CRF Payments	CRF Term Deposit
		(from statements)	(CRF Term Deposit)	(from statements)	(calculated)	(from Strata fees)	(to O/A)	(from O/A)	(to O/A)	Repayments (from O/A)	(to Term Deposit)	Interest Paid	
1	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
2	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
3	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
4	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
5	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
5	June 30 2019	\$143,135.81	\$100,000.00	\$243,135.81	\$243,135.81	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$217.34	\$0.00	\$0.00
	FORECAST												
6	July 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$150.00	\$0.00	\$0.00
7	August 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$160.00	\$0.00	\$0.00
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$40,000.00	\$31.11	-\$103,211.00	\$103,211.00	\$2,206.29	\$0.00	\$2,330.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 - FISCAL 2019
 Petty Cash: BALANCE SHEET as of July 18th, 2019. Fiscal 2019.06
 Provided for Council Meeting of July 22nd, 2019

STATUS	INVOICE DATE mm/dd/yyyy	OPENING BALANCE	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING BALANCE	PAID TO	UNIT #	ITEM DESCRIPTION	ACCOUNT CODE	ACCOUNT DESCRIPTION
O/B	02/01/2019	-19.70	\$0.00	\$0.00	\$0.00	-19.70	Opening Balance (Transferred from Fiscal 2018)				
PAID	03/18/2019	-19.70	-\$7.70	\$0.00	-\$7.70	-\$27.40	Ken Douglas	54	Replace broken downpipe ground covers	6307	Repairs & Maintenance
PAID	03/08/2019	-27.40	-\$82.42	\$0.02	-\$82.40	-\$109.80	Gordon Buttolph	45	Replace remaining Club House bulbs with LEDs	6412	Club House Supplies
PAID	03/15/2019	-109.80	-\$15.67	\$0.02	-\$15.65	-\$125.45	Gordon Buttolph	45	Goose-neck mic stand for Lantern	6601	BCS1501 Admin & Sundry
RECEIVED	03/30/2019	-125.45	\$327.99	\$0.01	\$328.00	\$202.55	PETTY CASH		PETTY CASH ADVANCE		
PAID	03/29/2019	202.55	-\$102.69	-\$0.01	-\$102.70	\$99.85	Steve Thackray	57	Test unit for external light fixture replacement	6309	Maint - Lighting
PAID	04/19/2019	99.85	-\$110.35	\$0.00	-\$110.35	-\$10.50	Ken Douglas	54	Replace remaining downpipe ground covers	6307	Repairs & Maintenance
RECEIVED		-10.50	\$318.83	\$0.02	\$318.85	\$308.35	PETTY CASH		PETTY CASH ADVANCE		
PAID	05/22/2019	308.35	-\$22.59	\$0.01	-\$22.58	\$285.77	Gordon Buttolph	45	New Lock & Keys for Nothside Gate	6307	Repairs & Maintenance
PAID	06/04/2019	285.77	-\$27.99	-\$0.01	-\$28.00	\$257.77	Steve Thackray	57	Chainsaw Blade for tree root removal	6304	Landscape Miscellaneous
PAID	05/29/2019	257.77	-\$176.51	\$0.01	-\$176.50	\$81.27	Steve Thackray	57	Path and Fence repair materials	6307	Repairs & Maintenance
PAID	06/19/2019	81.27	-\$6.91	\$0.01	-\$6.90	\$74.37	Gordon Buttolph	45	High nap roller for Sealer	6307	Repairs & Maintenance
	06/24/2019	74.37	-\$39.57	\$0.02	-\$39.55	\$34.82	Lorraine Peck	3	Supplies for Summer Barbeque	6601	BCS1501 Admin & Sundry
	07/18/2019	34.82	-\$54.87	\$0.02	-\$54.85	-\$20.03	Trudi Heard	45	Paper Hand Towels for Clun House	6412	Club House Supplies

BCS1501 - FISCAL 2019.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: July 22nd, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
June 24, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held June 24, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Peter Alpen, Councillor at Large
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

REGRETS: Sylvia Palmer, Secretary

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Alpen), SECONDED (Douglas) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of May 27, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.1 Council member resignation
 8.2 Damage to inground drain cap
 8.3 Golf tournament, bocce ball tournament and BBQ

4. FINANCIAL

4.1 Financial Statements to May 31, 2019: as per attached reports including:

- Treasurer's Report as of May 31, 2019
- CRF Reconciliation
- Income & Expense Reconciliation
- Petty Cash Balance Sheet

It was MOVED (Buttolph), SECONDED (Douglas), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Accounts Receivable as of May 31, 2019: nil outstanding

4.3 Petty Cash Reconciliation as of June 24, 2019: \$74.37 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

5.1.1 Entry Access System: Two quotes have been obtained:

- Avant Guard: \$6,161,40 (incl. tax)
- Alpha Integrated Systems: \$9,540.46 (incl. tax)
- The 3rd contractor approached declined to quote as the work was not within their scope.

Council compared at length the capabilities of both systems and agreed that Avant Guard offers the most suitable product.

It was MOVED (Buttolph), SECONDED (Douglas), and CARRIED that Elgin Pointe Council approves the Avant Guard product and quote subject to final approval of the entry phone model.

5.1.2 Perimeter Fencing:

- The north perimeter fence repairs are complete.
- For the west perimeter fence (bordering Semiahmoo Trail), it was agreed that the most cost-effective repair is to replace the posts; however, sourcing a supplier of post and rail fencing is a challenge. Sourcing is ongoing.

5.1.3 Interior Gate and Fence Repairs:

- 40 rotted post caps have been replaced.
- Gates have been repaired to the extent that they function.

5.1.4 Concrete Sealing – Driveways, Sidewalks and Parking Pads: Several owners have generously volunteered to help. Unfortunately, the product must be applied and allowed to cure in dry weather and due to the inclement forecast, the project will not commence on schedule and has had to be postponed.

5.1.5 Gutter Repairs: Gutter cleaning has had to be postponed to the fall due to heavy work commitments of contractors. Repairs will be done before cleaning.

5.1.6 Irrigation System Upgrades: Ongoing. Council requested further clarification and guidance from Artee Sprinklers regarding phase I system repairs. Specific concerns were raised regarding the cedar hedge at entrance.

5.1.7 Roof Inspection: This work has been deferred due to workload related to on-going projects.

5.1.8 Depreciation Report Update: Contract with RDH Building Science Inc. has been signed. Property Manager Corneille will be sending all required documents to RDH. Councillor Buttolph will be the on-site contact.

5.2 Gutter Cleaning Quotes: At the May meeting it was agreed to award the contract to Kymar. However, it has been determined that they are not able to clean the gutters by vacuuming and this is what is required to remove all the sand and grit. Apex has been approached to quote. Quote awaited.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

6.1.1 Work has been completed (to remediate the area damaged by the irrigation system rupture)

6.1.2 Work has been completed (side path raised and gravel installed).

Several areas have been addressed in the past couple of years which has greatly improved sightlines and refreshed the appearance of the complex (e.g. heavy pruning of spireas, removal of large rhododendrons, heavy pruning of laurels, removal of shrubs/trees and heavy pruning of shrubs in area across from clubhouse). Continued revitalization of selected areas in the complex is recommended and a number of areas will be addressed. Quotes will be obtained from Vista and work completed as funds are available.

6.2 Maintenance: (Items not specifically covered elsewhere in these minutes)

Painting contractor is returning to do fascia repairs and touch-ups as the final steps in last summer's painting project. This work will be coordinated with the concrete sealing project (5.1.4) so that the two do not overlap.

It was MOVED (Alpen), SECONDED (Buttolph), and CARRIED that Elgin Pointe Council approves spending up to \$1,500 to repaint fascia boards.

6.3 Webmaster: Website activity:

Web Page Visited	Period ending / Reporting Days							
	19-Jun-19	27	23-May-19	30	23-Apr-19	28	26-Mar-19	32
Bulletin Board	680		0		0		0	
Clubhouse Bookings	14		72		26		14	
Community	47		68		33		54	
Documents	52		96		60		82	
Emergencies	11		15		13		11	
FAQ	21		32		31		34	
Home	1451		1716		1624		1597	
Login	229		324		176		246	
Notices and Bulletins	42		160		52		135	
Parking Passes	10		22		16		16	
Visitors	35		40		25		38	

Webmaster activities during June:

- Published 10 bulletin board posts.
- Created an automated notification mechanism for BB posts (resulting in less manual work).
- Published minutes from May council meeting.

7. CORRESPONDENCE

7.1 – 7.29 As per attached List of Correspondence Issues.

8. NEW BUSINESS

- 8.1 Council Member Resignation: Council regrets to announce that Councillor Claudia Jantzi has resigned due to personal commitments. She joined council in July 2018 and immediately assumed the role of Landscape Liaison.

On behalf of the Elgin Pointe community, council wishes to thank Claudia for her many volunteered hours. She will indeed be missed on council.

For the time being, President Hensman has agreed to fill in as Landscape and Gardening Coordinator.

- 8.2 Damage to Inground Drain Cap: Damage to an inground clean-out drain cap, believed to have been done by a lawn mower, will be brought to the attention of Vista Landscaping. The Maintenance Committee will repair/replace the damaged cap.

- 8.3 Golf Tournament, Bocce Ball Tournament and BBQ: Again, this year, the weather cooperated for the annual Golf and Bocce Ball tournament and BBQ held on June 14th. A special thank you is extended to the organizers: Bob Smith (golf), Ron Larson (bocce ball) and Lorraine Peck (BBQ).

Thank you to everyone who helped set up the clubhouse for the BBQ, barbequed the food and helped with the clean-up afterwards.

- 13 people golfed. Various prizes were generously donated by Peter Alpen and Derrick Sims.
- Many individuals participated in the bocce tournament with the coveted trophy going to Pat Douglas and Rick Post.
- An estimated 35 owners attended the BBQ to enjoy the wonderful food.

A good time was had by all!

9. MEETING ADJOURNED

The meeting adjourned at 4:55pm.

The next meeting is scheduled for Monday July 22, 2019 at 3:00 pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 **Treasurer's Report** as at May 31, 2019 including:
 - CRF Reconciliation (to May/31/2019) and Forecast to YE (Jan/31/2020)
 - SPL Reconciliation (to May/31/2019) and Forecast to YE (Jan/31/2020)
 - Income & Expense Reconciliation (to May/31/2019) and Forecast to YE (Jan/31/2020)
 - Petty Cash Balance Sheet as of June 24, 2019all as per item 4 of these minutes.
2. List of Correspondence Issues as at June 24, 2019 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: **June 24, 2019**

(COUNCIL COPY)

Correspondence type: L = letter E = email P = phone call
Unit A: Unit owner originating the correspondence
Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	03/36	E	Fence behind neighbour's unit is falling down	RESOLVED
7.2	04/20	E	Plugged downspout (upper / rear)	Gutter repairs ongoing.
7.3	04/30	Verbal	Broken Roof Tiles	Ongoing
7.4	05/03	E	Rotten Fence	RESOLVED
7.5	05/12	E	Laurel hedge trimming	RESOLVED
7.6	05/26	E	Repeat problem with mailbox.	RESOLVED
7.7	05/27	E	Overgrown trees – over roof	Ongoing
7.8	05/27	E	Downspout not attached to drain pipe	Ongoing
7.9	05/27	E	Suspected leak in backyard sprinkler head	Ongoing
7.10	05/29	E	Irrigation in the backyard (needs some)	RESOLVED – part of the ongoing sprinkler system upgrade
7.11	05/30	E	Electronic deadbolt – asking for permission	RESOLVED
7.12	06/03	E	Dead tree in back yard	RESOLVED
7.13	06/03	E	Paint flaking off of front pillar	RESOLVED – to be addressed as part of painting clean-up project (refer minutes item 6.2)
7.14	06/03	E	Open House	RESOLVED
7.15	06/06	L/E	Garden Plantings	RESOLVED
7.16	06/09	E	Request to remove laurels and plant 5 cedars at owner's expense	RESOLVED
7.17	06/08	E	Copy of the corporation's insurance	RESOLVED

7.18	06/10	E	Rock chip/hole in front window	RESOLVED
7.19	06/11	E	Holes in Hardy Board from downspout outside kitchen window – wants them filled	Ongoing
7.20	06/11	E	Captured three moles	INFO ONLY. Problem is ongoing due to nature of moles.
7.21	06/11	E	Donation of patio pavers	RESOLVED
7.22	06/12	E	Fascia gap	RESOLVED – to be addressed as part of painting clean-up project (refer minutes item 6.2)
7.23	06/13	E	Paint flaking on west facing kitchen windowsill	RESOLVED – to be addressed as part of painting clean-up project (refer minutes item 6.2)
7.24	06/13	E	Lawn mowing	RESOLVED
7.25	06/14	E	Carpenter ants found in the hedge between units 35 & 36	INFO ONLY. Owners are encouraged to actively manage ants and other insects to control infestations.
7.26	06/17	E	Backyard tap needs to be replaced	Ongoing
7.27	06/17	E	Bathroom fan ducting	RESOLVED
7.28	06/24	E	Sprinkler head	RESOLVED
7.29	06/24	E	Damage to curbs	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of May 31st, 2019.

Fiscal Year 2019, Fiscal Month 04.

For Council Meeting of June 24th, 2019.

- 1) CRF fund stands at \$226,045.30
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$17,611.20

It is normal to be ahead of budget this time of the year, Summer and early Fall are our big expense periods.

- 4) Petty Cash balance on hand = \$74.37
- 5) A detailed review of the volume of water consumption in 2016, 2017, 2018 and 2019 identified that the high variability in Water Utility bills is the result of the inconsistency in the timing of the meter reading by the City of Surrey.

The complex consumes an average of 35.80 Cubic metres of water per day: this number has been consistent over the past 2 ½ years. The increases in costs are solely related to increases in the water and sewer rates. These rates have been increased each year by the City of Surrey. In particular, the sewage rate, which is calculated as 80% of the metered water consumption, has seen double digit increases.

- 6) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.04

BCS1501 Income & Expense Reconciliation (to May 31th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
4	May 31 2019	\$17,611.20	\$17,611.20	\$33,089.24	\$45.04	\$33,134.28	-\$25,927.28	\$7,207.00
	FORECAST							
5	June 30 2019			\$33,089.08	\$75.00	\$33,164.08		
6	July 31 2019			\$33,089.08	\$75.00	\$33,164.08		
7	August 31 2019			\$33,089.08	\$75.00	\$33,164.08		
8	September 30 2019			\$33,089.08	\$75.00	\$33,164.08		
9	October 31 2019			\$33,089.08	\$75.00	\$33,164.08		
10	November 30 2019			\$33,089.08	\$75.00	\$33,164.08		
11	December 31 2019			\$33,089.08	\$75.00	\$33,164.08		
12	January 31 2020			\$33,089.08	\$75.00	\$33,164.08		
	TOTALS			\$397,069.58	\$600.00	\$397,966.71		
	Monthly Avg/Unit			\$435.38		\$436.37		
	Annual Avg/Unit			\$5,224.60		\$5,236.40		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.04

BCS1501 CRF Reconciliation (to MAY 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)
 RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
2	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
3	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
4	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
4	May 31 2019	\$126,045.30	\$100,000.00	\$226,045.30	\$226,045.30	\$8,272.25	\$0.00	\$0.00	\$0.00	\$8,600.92	\$182.98	\$0.00	\$0.00
	FORECAST												
5	June 30 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$140.00	\$0.00	\$0.00
6	July 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$150.00	\$0.00	\$0.00
7	August 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$160.00	\$0.00	\$0.00
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$50,000.00	\$31.11	-\$103,211.00	\$103,211.00	\$2,128.95	\$0.00	\$2,330.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
May 27, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held May 27, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 3:05 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Alpen), SECONDED (Roy) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of April 23, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: 5.1.8 Depreciation Report Update
5.4 Electric Vehicle Charging Stations

New Business: 8.1 Elgin Pointe Site Plans

4. FINANCIAL

4.1 Financial Statements to April 30, 2019: as per attached reports including:

- Treasurer's First Quarterly (Q1) Report as of April 30, 2019
- CRF Reconciliation
- SPL Reconciliation
- Income & Expense Reconciliation
- Petty Cash Balance Sheet

It was MOVED (Buttolph), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Accounts Receivable as of April 30, 2019: No outstanding AR

4.3 Petty Cash: \$285.77 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects:

5.1.1 Entry Access System: (Lead - Councillor Roy) A special note of thanks to Brian Bury who has agreed to assist Councillor Roy with this project. Over the past few weeks both Brian and Glenn have been busy gathering information about the current entry system, formulating requirements and interacting with contractors in order to obtain solid quotes for evaluation. Contractors involved include:

- Avant Guard Gates: re access control and gate mechanical
- Blue Mountain: re access control only
- Demers Solutions: re access control only
- Alpha Secure: re access control and gate mechanical

It is expected that all quotes will be submitted by the end of May.

5.1.2 Perimeter Fencing: (Lead – Councillors Hensman and Douglas) Councillors Hensman, Douglas and Buttolph did a visual inspection of all perimeter fencing and determined that the majority of damage is rotting and or leaning wooden posts.

- a) Semiahmoo Trail Fence Repairs: Ongoing. Options were reviewed with Carmichael Construction who will source some new split posts to replace the rotten ones. Due to labour challenges typical for this time of year, it is yet to be determined who will do the installation.
- b) North Side Chain Link Fence Repairs: Ongoing. In the areas where the fence posts are attached to the wooden retaining wall, a second steel post is being installed on the greenbelt side and the existing fence is being attached to it with bolts. This is the least expensive and least intrusive solution. In the process the lock on the north gate had to be cut. The replacement has been purchased but will not be installed until the repairs are completed.

5.1.3 Internal Gates and Fence Repairs: (Lead – Councillors Buttolph and Alpen)

NOTE: For the purpose of clarification "internal gates" are deemed to be the gates which face the complex roadway and provide access from side to back yards of all houses.

Work is ongoing. Each unit is different, and options are limited within the budget approved. Carmichael Construction has been asked to ensure the gates open and close easily, to straighten support posts where possible and to replace rotting post caps.

Due to ground conditions there are a lot of settlement issues – this is the reality of the site. The goal is to make the gates functional and to repair where appropriate.

5.1.4 Gutter Repairs: (Lead – Councillor Buttolph) Work has not begun as gutters must be cleaned first; unfortunately, securing quotes for cleaning has taken much longer than anticipated. Refer to item 5.2.

5.1.5 Irrigation System Upgrades: (Lead – Councillors Jantzi and Palmer) Ongoing.

NOTE: Per the budget approved at the 2019 AGM, \$10,000 has been allocated for repairs and upgrades within construction phases 1 and 2.

- Phase 1: Units 1-4 and 35-43 plus related common areas.
- Phase 2: Units 5, 6, 54-61 and 76 plus related common areas.

A walk-through inspection was performed with Artee Sprinklers and areas of key concern were identified. Repairs that could be done were completed immediately. The next step will be to outline the repairs which may be completed within the approved budget. One suggestion already proposed by Artee is to upgrade the system controllers (by units 30 and 66). This would save time and money locating and repairing sprinkler heads and leaks. Discussions are ongoing.

- 5.1.6 Sealing of Driveways and Parking Pads: (Lead – Councillor Roy) Ongoing. A request for volunteers has been posted to the EP Website.
- 5.1.7 Roof Inspection: (Lead – Councillor Buttolph) Council agreed this matter is not of pressing urgency and has been deferred until later in the year when there are fewer projects in process.
- 5.1.8 Depreciation Report Update:

It was MOVED (Buttolph), SECONDED (Roy) and CARRIED that Elgin Pointe Council agrees to spend up to \$6,000 to have RDH Engineers update the Elgin Pointe depreciation report.

- 5.2 Gutter Cleaning Quotes: To date, three quotes have been received (Kymar, Over The Top and Twice as Nice).

It was MOVED (Alpen), SECONDED (Palmer) and CARRIED that Elgin Pointe Council agrees to spend up to \$10,788 + tax to have Kymar Gutters Inc. clean gutters.
- 5.3 Window Cleaning Quotes: Due to budgetary constraints, this project has been deferred to 2020.
- 5.4 Electric Vehicle Charging Stations: As stated in previous minutes, no charging stations will be installed in visitors' parking stalls. Also as previously stated, charging stations within owners' garages are the responsibility of owners.

Owners may find helpful information through Chargepoint Premier: www.plugev.com

Council will attempt to have capacity within Elgin Pointe identified.

Concerns regarding grid capacity cannot be addressed by Council and owners should direct their questions to BC Hydro directly.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

- 6.1 Landscaping and Gardening:
 - 6.1.1 Vista Update: Overall "spring cleaning" and debris removal (as identified in the April walkabout) is well under way if not completed. Owners are reminded that this is the busiest time of year for James and his crew and while there continue to be several areas with overgrown shrubs and vegetation, these are being dealt with as quickly as possible.
 - 6.1.2 Gravel – between units: Vista has delivered 3 cu/yd of 3/4 clear crushed gravel that has been distributed between units which was identified as the area of highest priority.

It was MOVED (Jantzi), SECONDED (Roy) and CARRIED that Elgin Pointe council approves payment of Vista's bill of \$675 + tax for the delivery and distribution of 3 cu/yd of 3/4 clear crushed gravel.

It is recognized that additional gravel will be required for other areas. This work will be completed in order of established priority and as budget permits.

6.1.3 Gravel, Landscape Ties and Shrubs: To repair the damage along the south side of the unit caused by the break in the irrigation system last fall, gravel, landscape ties and shrubs were required. Repairs involved delivery and spreading of 2 cu/yd of 3/4-inch clear crushed gravel, installation of landscape tie edging between garden and lawn, addition of soil and supply and planting of three Rhododendron Minnetonka plants to replace existing Viburnum Davidii.

It was MOVED (Jantzi), SECONDED (Alpen) and CARRIED that Elgin Pointe council approves spending \$870 + tax for landscape repairs as above.

6.1.4 Landscaping Ties and Step: To prevent water pooling by building up along the north side of unit, it is estimated that materials and labour will cost approximately \$445 + tax. This work is to be scheduled.

6.1.5 Volunteer Gardening Group: The gardening group of dedicated volunteers has done a wonderful job of adding colour and beauty to the common areas by planting annuals, mainly around the front entrance and across from the clubhouse. Thank you for all the volunteer hours spent maintaining common areas throughout our complex!!

6.2 Maintenance: (issues not covered specifically elsewhere in these minutes)

6.2.1 Gas meters: Carmichael Construction will rehang the meter at unit 16, Councillor Buttolph will adjust the meter at unit 73. Fortis has checked the units and found no leaks.

6.2.2 External Clubhouse Lighting: The remaining external LED units for the clubhouse have been received and will be installed by the end of May.

6.3 Webmaster:

Page Hit Statistics:

Web Page Visited	Period ending / Reporting Days					
	23-May-19	30	23-Apr-19	28	26-Mar-19	32
Clubhouse Bookings	72		26		14	
Community	68		33		54	
Documents	96		60		82	
Emergencies	15		13		11	
FAQ	32		31		34	
Home	1716		1624		1597	
Login	324		176		246	
Notices and Bulletins	160		52		135	
Parking Passes	22		16		16	
Visitors	40		25		38	

NOTE: Clubhouse bookings and Notices/Bulletins pages have unusually high hit rates due to work in progress in those areas.

The Webmaster also:

- Completed the initial draft of the Community Bulletin Board web page.
- Researched techniques for expiring and auto-archiving posts.
- Responded to a few requests for assistance with passwords, etc.

7. CORRESPONDENCE

7.1 – 7.33 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 Elgin Pointe Site Plans: A special thank you to Steve Thackray for providing a computerized schematic of the Elgin Pointe site plan allowing Council to easily share the plan electronically and with contractors as necessary.

9. MEETING ADJOURNED

The meeting adjourned at 5:30 pm.

The next meeting is scheduled for Monday, June 24, 2019 at 3:00 pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as at April 30, 2019 including:
 - Q1 Financial Summary (Feb/01/2019 – Apr/30/2019)
 - Income & Expense Reconciliation (to Apr/30/2019) and Forecast to YE (Jan/31/2020)
 - CRF Reconciliation (to Apr/30/2019) and Forecast to YE (Jan/31/2020)
 - Petty Cash Balance Sheet as of May 27, 2019all as per item 4 of these minutes.
2. List of Correspondence Issues as at May 27, 2019 (as per item 7 of these minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES

As of council meeting of: May 27, 2019

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	06/21/18	E	Uneven stepping stone.	RESOLVED
7.2	10/02/18	E	The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.	RESOLVED
7.3	01/14	E	Rot in fascia	RESOLVED – will be included in inspection of May/29 with painter and subsequent repairs.
7.4	01/14	E	Root problem in reserved parking stall	RESOLVED
7.5	03/36	E	Fence behind neighbour's unit is falling down	Fence repairs ongoing. Refer items 5.1.2 and 5.1.3
7.6	03/31	E	Can replaced tree be planted elsewhere in the complex?	RESOLVED
7.7	04/20	E	Plugged downspout (upper / rear)	Gutter repairs ongoing. Refer item 5.1.4
7.8	04/23	E	Outside rear tap leaking badly, cannot be used.	RESOLVED
7.9	04/30	Verbal	Broken Roof Tiles	Ongoing
7.10	04/30	E	Front Door Screen	RESOLVED
7.11	05/03	E	Rotten Fence	Fence repairs ongoing. Refer items 5.1.2 and 5.1.3
7.12	05/05	E	Replace grass beside their unit with gravel	RESOLVED
7.13	05/07	E	Replace concrete outside gate with pavers	RESOLVED
7.14	05/08	E	Missing irrigation head	RESOLVED

7.15	05/08	E	Mechanical (keyless) lock	RESOLVED
7.16	05/09	E	Request for a copy of insurance documents	RESOLVED
7.17	05/12	E	Laurel hedge trimming	Ongoing
7.18	05/14	E	Tree pruning in back yard	RESOLVED – Vista to prune
7.19	05/14	E	Irrigation not working in front yard	RESOLVED
7.20	05/18	E	Mole	RESOLVED (See also 7.28)
7.21	05/21	E	Patio door glass damage	RESOLVED
7.22	05/21	E	Requesting permission to remove the bushes planted next to their patio due to overcrowding	RESOLVED
7.23	05/21	E	Irrigation head height in the front needs adjustment	RESOLVED
7.24	05/22	E	Photos of lock and wondering about touch up paint for the front doors?	RESOLVED
7.25	05/22	E	1. Replace yew in the back (owner's expense) 2. Requested permission to plant a hydrangea in the front where a bush was removed (strata's expense).	1. RESOLVED 2. RESOLVED
7.26	05/26	E	People have been abusing the clubhouse recycle bin, filling it with inappropriate items including animal waste and garbage.	RESOLVED
7.27	05/26	E	Repeat problem with mailbox.	Ongoing
7.28	05/26	E	Mole	RESOLVED (See also 7.20)
7.29	05/27	E	Overgrown trees – over roof	Ongoing
7.30	05/27	E	Downspout not attached to drainpipe	Ongoing

7.31	05/27	E	Suspected leak in backyard sprinkler head	Ongoing
7.32	05/27	E	Tagged smoke tree in backyard is dead (per James of Vista)	RESOLVED
7.33	05/27	E	Fire Safety inspection was conducted this morning (May 27). Reminder that the clubhouse fire extinguishers are due to be re-inspected in July.	RESOLVED

DRAFT

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Report as of April 30th, 2019. Fiscal Year 2019, Fiscal Month 03.

For Council Meeting of May 27th, 2019.

- 1) CRF fund stands at \$208,989.15.
- 2) AR total outstanding = \$0.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$2,012.86.
- 4) Petty Cash balance on hand = \$285.77.
- 5) The impact of the increased Water and Sewage charges, coupled with a higher than normal consumption rate in Oct/Nov/Dec, resulted in an unexpected increase in the total Utility Bill. \$7,000 was accrued to cover this cost but the actual cost was \$11,000, resulting in a \$4,000 overage.
- 6) Due to the dry Spring, the sprinklers were turned on earlier than usual. It is therefore anticipated that the Utility costs will continue to run ahead of the budgeted amount. This will be monitored carefully, and the necessary steps taken to remain within the overall 2019 Operating budget.
- 7) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 **FIRST QUARTER** Financial Summary for Fiscal Year 2019.

((February 1st, 2019 – April 30th, 2019))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME Total **Income** for the first quarter (Q1) was \$99,520.

This is a combination of Strata Fees (\$99,268) plus miscellaneous income (\$252).

EXPENSE Total **Expenses** for the first quarter (Q1) year were \$89,116.

Therefore, the current account has a positive balance of \$10,404 heading into the second quarter which is when several seasonal costs are incurred.

CRF The **Contingency Reserve Fund** stands at \$208,989 at the end of Q1.

This is lower than the year end close value as the annual Insurance was paid for with a loan from the CRF. This loan is repaid monthly and will be fully repaid by year end.

SPL The **Special Levy** surplus of \$31.11 was transferred to the CRF, as per the Bylaws, when the Special Levy account was closed.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.03

BCS1501 Income & Expense Reconciliation (to April 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
3	April 30 2019	\$10,404.20	\$10,404.20	\$33,089.23	\$157.47	\$33,246.70	-\$24,855.36	\$8,391.34
	FORECAST							
4	May 31 2019			\$33,089.08	\$75.00	\$33,164.08		
5	June 30 2019			\$33,089.08	\$75.00	\$33,164.08		
6	July 31 2019			\$33,089.08	\$75.00	\$33,164.08		
7	August 31 2019			\$33,089.08	\$75.00	\$33,164.08		
8	September 30 2019			\$33,089.08	\$75.00	\$33,164.08		
9	October 31 2019			\$33,089.08	\$75.00	\$33,164.08		
10	November 30 2019			\$33,089.08	\$75.00	\$33,164.08		
11	December 31 2019			\$33,089.08	\$75.00	\$33,164.08		
12	January 31 2020			\$33,089.08	\$75.00	\$33,164.08		
	TOTALS			\$397,069.42	\$675.00	\$397,996.51		
	Monthly Avg/Unit			\$435.38		\$436.40		
	Annual Avg/Unit			\$5,224.60		\$5,236.80		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.03

BCS1501 CRF Reconciliation (to April 30th, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
2	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
3	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
3	April 30 2019	\$108,989.15	\$100,000.00	\$208,989.15	\$208,989.15	\$8,386.05	\$0.00	\$0.00	\$0.00	\$8,600.92	\$141.95	\$0.00	\$0.00
	FORECAST												
4	May 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$140.00	\$0.00	\$0.00
5	June 30 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$140.00	\$0.00	\$0.00
6	July 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$150.00	\$0.00	\$0.00
7	August 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$160.00	\$0.00	\$0.00
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$60,000.00	\$31.11	-\$103,211.00	\$103,211.00	\$2,085.97	\$0.00	\$2,330.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
April 23, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held April 23, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Sylvia Palmer, Secretary
 Peter Alpen, Councillor at Large
 Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)
 (late arrival: 3:10pm)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

1.1 The meeting was called to order at 2:58 pm.

1.2 Assignment of Positions for Council: At the AGM of March 25, 2019 the retiring council was re-elected in its entirety. There was no interest among councillors to change roles and it was unanimously agreed that each would retain his/her same position as noted above.

2. ADOPTION OF PREVIOUS MINUTES

One spelling mistake was noted in the minutes of the council meeting of February 25, 2019:

Item 6.4 was incorrectly titled “Captial Planning” but should read “Capital Planning”.

With this correction, it was MOVED (Palmer), SECONDED (Buttolph) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of February 25, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.6 Damage to shrubs and plants due to vehicle exhaust.

4. FINANCIAL

4.1 Financial Statements to March 31, 2019 as per attached reports including:

- Treasurer's Report as of March 31, 2019
- CRF Reconciliation

- Income & Expense Reconciliation
- Petty Cash Balance Sheet

It was MOVED (Buttolph), SECONDED (Jantzi), and CARRIED that Elgin Pointe Council approves the financial statements as above.

- 4.2 Accounts Receivable as of March 31, 2019: \$2,030.53 was outstanding as of March 31. This relates to the timing of strata fee increases for owners. It was noted that this amount has since been cleared leaving no outstanding Accounts Receivable as of April 23.
- 4.3 Petty Cash Reconciliation as of April 23, 2019: **-\$10.50 (overdrawn)** balance on hand.
- 4.4 Property Management Agency Agreement: The agency agreement with Peninsula Strata Management Ltd. has been amended to reflect the 3% fee increase agreed in the March 25 AGM. Signed as required by President Hensman and Vice President Douglas.
- 4.5 Tax Filing Form: CRA requires written authorization from Elgin Pointe BCS 1501 allowing Peninsula Strata Management Ltd. to complete income **tax returns on the strata's behalf**. Signed as required by President Hensman.

5. BUSINESS ARISING

- 5.1 Bylaw Registration: The amendments to the bylaws as passed at the AGM of March 25 are required to be filed with the Land Titles office. Form I, Amendment to Bylaws, was signed as required by President Hensman and Vice President Douglas and will be filed at Land Titles.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

March/April Landscape Update

James and the Vista crew have been working throughout the complex continuing to prune shrubs, hedges and small trees. Moss control, edging of garden beds and grass cutting has commenced.

Several members of the Gardening Committee **did a "walk about" of the complex on April 15th** to clarify and identify the scope of work that the volunteer gardening group would undertake and to identify areas that would benefit from some attention from Vista.

- A special thank you to Becky Kronstad, Faye Gougeon Carol Coakwell, Jean Sims, Claudia Jantzi and Linda Hensman for their input.

The 2019 garden group plans to plant and maintain spring bulbs, summer annuals and fall bulbs, to plant and maintain the new planter at the corner of the clubhouse and to continue to beautify the common spaces associated with these areas. The group will meet every other week in the late spring and summer months as necessary.

Special Note to Owners:

As part of the ongoing rejuvenation of Common Property (which includes front gardens) work will be done to improve appearance in compliance with complex standards. As a matter of courtesy, the Landscape Liaison will make every effort to advise owners whose front gardens will be affected.

6.2 Maintenance:

6.2.1 46 broken or missing downspout covers have been replaced.

- Council would like to extend a special thank you to Ken Douglas for volunteering his time in replacing all these downspout covers.

6.2.2 The final inspection of trim and fascia boards following completion of the painting project will be conducted and required work will be scheduled accordingly. Councillor Alpen to lead this project.

6.2.3 Gutter cleaning: Owners will be advised of dates once arranged. Councillor Buttolph to lead.

6.2.4 Window Washing: Will be done after gutters. Councillor Buttolph to lead.

6.3 Communications/Website:

Below are the website traffic metrics for April and the two months prior.

Web Page Visited	Period ending / Reporting Days					
	23-Apr-19	28	26-Mar-19	32	22-Feb-19	30
Clubhouse Bookings	26		14		19	
Community	33		54		60	
Documents	60		82		42	
Emergencies	13		11		15	
FAQ	31		34		53	
Home	1624		1597		1366	
Login	176		246		166	
Notices and Bulletins	52		135		75	
Parking Passes	16		16		22	
Visitors	25		38		39	

6.4 Capital Planning: Each project identified in the 2019 Capital Plan (as approved at the March 25, AGM) was reviewed and assigned to a specific council member. Refer to item 8.1 for details.

7. CORRESPONDENCE

7.1 – 7.18 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 Capital Projects: In accordance with the Capital Plan approved at the AGM on March 25, several projects are now active. Where applicable, initial inspections will be done to assess the amount of work required and decisions made regarding how to prioritize within the approved budget. The projects have been identified along with the councillor(s) who will take the lead on each.

8.1.1 Entry access system (including enterphone and gate): Councillor Roy to lead.

- 8.1.2 Perimeter fencing (along Semiahmoo Trail): President Hensman and Vice President Douglas to lead.
 - 8.1.3 Sealing concrete driveways and asphalt parking pads: **This will be a "community event"** with work performed by volunteers. Councillors Buttolph and Alpen to identify a lead volunteer.
 - 8.1.4 Gutter repairs – phase 2: Councillor Buttolph to lead.
 - 8.1.5 Irrigation system: Councillors Jantzi and Palmer to lead.
 - 8.1.6 Gate and fence repairs – phase 1: This phase is identified as relating to gates and fencing visible from the strata roadways. Councillors Buttolph and Alpen to lead.
 - 8.1.7 Roof inspection: Deferred.
- 8.2 Electrical Vehicle Charging Stations: Owners are responsible to provide electric supply for vehicle charging stations inside their garages. *This must be done by qualified professionals.* There will be **no charging stations provided in visitors' or reserved parking stalls.**
 - 8.3 Signage Within Complex: Deferred. As this item was not included in the 2019-20 budget, council agreed it would be prudent to defer this for now and to re-visit later in the fiscal year.
 - 8.4 Conversion to LED Exterior Lighting – Cost Savings Projections: Based on current electricity pricing, the payback on replacing all 127 exterior fixtures is 5.5 years at a cost of approximately \$10,000. This year, all clubhouse exterior light fixtures will be replaced with LEDs (paid from the Operating Budget) and the old units will be used as spares to carry through to 2020.
 - 8.5 Damage to Shrubs and Plants Due to Vehicle Exhaust: It is apparent that some shrubs and plants around parking stalls are being damaged by exhaust from vehicles. To prevent any further damage, owners are asked to **NOT BACK INTO** parking stalls with plants at the closed end, but to drive forward to park and reverse out. Where possible, please ask guests to do likewise.

9. MEETING ADJOURNED

The meeting adjourned at 4:55 pm.

The next meeting is scheduled for Monday, May 27, 2019 at 3:00pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 **Treasurer's Report** as at March 31, 2019 including:
 - CRF Reconciliation (to Mar/31/19) and Forecast to YE (Jan/31/20)
 - Income & Expense Reconciliation (to Mar/31/19) and Forecast to YE (Jan/31/20)
 - Petty Cash Balance Sheet as of April 23, 2019.all as per item 4 of these minutes.

2. List of Correspondence Issues as at April 23, 2019 (as per item 7 of these minutes).

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: **April 23, 2019**

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

3.

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	06/21/18	E	Uneven stepping stone.	Ongoing. Gravel to be ordered.
7.2	10/02/18	E	The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.	Ongoing
7.3	01/14	E	Rot in fascia	Ongoing. Refer item 6.2.2
7.4	01/14	E	Root problem in reserved parking stall	Ongoing.
7.5	02/26	E	Who on council can confirm that salting actually happened on invoiced dates?	RESOLVED
7.6	03/08	E	Earthquake Insurance Deductible	RESOLVED
7.7	03/18	E	Problem opening mailbox.	RESOLVED
7.8	03/20	E	Request to install a storm door.	RESOLVED
7.9	03.20	P	Request for approval to purchase/display a patio fire table	RESOLVED
7.10	03/36	E	Fence behind neighbour's unit is falling down	Ongoing. Refer to Item 8.1.2 of minutes
7.11	03/28	E	Top up an existing flower bed with rock (owner's plan is to lay fabric on top of the soil, apply an edging along the edge of the grass, and then fill the area with 1"– 2" of washed river rock).	RESOLVED.
7.12	03/31	E	Can replacement tree be planted elsewhere in the complex?	Ongoing. Council agrees providing a suitable location may be identified.
7.13	04/09	E	Garage door - the bottom right hand corner is flaking and rust is setting in.	RESOLVED
7.14	04/15	E	Interior outlet plugs on left side of front door (when entering) don't work.	RESOLVED. All outlets have now been tested and are working.
7.15	04/16	E	Query about shrub removal (now complete) and planting replacement shrubs.	RESOLVED

7.16	04/16	In Person	Replacing smoke alarms and hot water tanks; checking pressure reducing valves.	RESOLVED: Replacing smoke alarms and hot water tanks are responsibility of owners as per previous minutes. ONGOING: Pressure reducing valves can be tested at the exterior taps. Council will obtain quote to have all units tested.
7.17	04/20	E	Plugged downspout (upper / rear)	Ongoing.
7.18	04/23	E	Outside rear tap leaking badly, cannot be used.	Ongoing.

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Report as of March 31st, 2019. Fiscal Year 2019, Fiscal Month 02.

For Council Meeting of April 23, 2019.

- 1) The Strata Insurance premium for 2019 was paid for by a loan from the CRF. This loan will be repaid monthly from the Operating Account. This avoided interest charges (estimated at 2,900) paid in prior years.
- 2) CRF fund stands at \$191,860.23
- 3) AR total outstanding = \$2,030.53. (Related to timing of implementation of Strata Fee increases for owners)
- 4) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$2,012.86.
- 5) Petty Cash balance on hand = \$-10.50.
- 6) The extended cold weather we had in February/March resulted in going over budget for de-icing/snow removal by the amount of approximately \$3,500.
- 7) Attachments:
 - 1) Profit & Loss Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - FISCAL 2019.02

BCS1501 Income & Expense Reconciliation (to March 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2019	\$0.00	\$0.00					
1	February 28 2019	\$6,760.50	\$6,921.38	\$32,125.11	\$84.28	\$32,209.39	-\$25,288.01	\$6,921.38
2	March 31 2019	-\$4,908.52	\$2,012.86	\$34,053.36	\$10.34	\$34,063.70	-\$38,972.22	-\$4,908.52
	FORECAST							
2	March 31 2019			\$32,125.11		\$32,225.11		
3	April 30 2019			\$40,989.97		\$41,089.97		
4	May 31 2019			\$32,125.11		\$32,225.11		
5	June 30 2019			\$32,125.11		\$32,225.11		
6	July 31 2019			\$32,125.11		\$32,225.11		
7	August 31 2019			\$32,125.11		\$32,225.11		
8	September 30 2019			\$32,125.11		\$32,225.11		
9	October 31 2019			\$32,125.11		\$32,225.11		
10	November 30 2019			\$32,125.11		\$32,225.11		
11	December 31 2019			\$32,125.11		\$32,225.11		
12	January 31 2020		\$0.00	\$32,125.11		\$32,225.11		
	TOTALS			\$428,419.54		\$429,614.16		
	Monthly Avg/Unit			\$469.76		\$471.07		
	Annual Avg/Unit			\$5,637.10		\$5,652.82		

Fiscal 2019: Operating Budget: \$398,169.00

BCS1501 CRF - FISCAL 2019.02

BCS1501 CRF Reconciliation (to March 31st, 2019) and Forecast to Year-End (January 31st, 2020).

GREEN = ACTUAL (Balanced to the Financial Statements)
 RED = FORECAST (Based on AGM approved 2019 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance	Closing Balance	Closing CRF Value	Closing Balance	CRF Monthly Contribution	CRF Payments	CRF Payments	CRF Loans	CRF Loan	CRF Interest Gain	CRF Payments	CRF Term Deposit
		(from statements)	(CRF Term Deposit)	(from statements)	(calculated)	(from Strata fees)	(to O/A)	(from O/A)	(to O/A)	Repayments (from O/A)		(to Term Deposit)	Interest Paid
1	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56									
2	February 28 2019	\$66,250.60	\$100,000.00	\$166,250.60	\$166,250.60	\$8,215.35	\$0.00	\$0.00	-\$103,211.00	\$0.00	\$242.69	\$0.00	\$0.00
	March 31 2019	\$91,860.23	\$100,000.00	\$191,860.23	\$191,860.23	\$8,215.35	\$0.00	\$31.11	\$0.00	\$17,201.84	\$161.33	\$0.00	\$0.00
	FORECAST												
3	April 30 2019		\$100,000.00	\$0.00	\$0.00	\$8,386.05			\$0.00	\$8,600.92	\$100.00	\$0.00	\$0.00
4	May 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$120.00	\$0.00	\$0.00
5	June 30 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$140.00	\$0.00	\$0.00
6	July 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$150.00	\$0.00	\$0.00
7	August 31 2019		\$100,000.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$160.00	\$0.00	\$0.00
8	September 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$170.00	\$0.00	\$2,330.00
9	October 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25	\$10,000.00		\$0.00	\$8,600.92	\$180.00	\$0.00	\$0.00
10	November 30 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$190.00	\$0.00	\$0.00
11	December 31 2019		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.92	\$200.00	\$0.00	\$0.00
12	January 31 2020		\$102,330.00	\$0.00	\$0.00	\$8,272.25			\$0.00	\$8,600.88	\$210.00	\$0.00	\$0.00
	Year-End Totals				\$0.00	\$99,267.00	\$60,000.00	\$31.11	-\$103,211.00	\$103,211.00	\$2,024.02	\$0.00	\$2,330.00
	Average/Unit				\$0.00								

2019 Budget	\$398,169.00
Operating Costs	\$298,902.00
CRF Contribution	\$99,267.00

BCS1501 - ELGIN POINTE

ANNUAL GENERAL MEETING MINUTES – March 25, 2019

Minutes of the BCS1501 Elgin Pointe Annual General Meeting held Monday, March 25, 2019 at the Clubhouse, 14655 32nd Avenue, South Surrey, BC

Strata Council PRESENT:

Linda Hensman, **Chair**

Pat Douglas

Gordon Buttolph

Sylvia Palmer

Peter Alpen

Claudia Jantzi

Glenn Roy

PROPERTY MANAGEMENT AGENT

Cristin Corneille

Pavy Rai

1. Call to Order

The meeting was called to order at 7:30 p.m. The meeting Chair asked owners if there were any objections to the strata agent (Cristin Corneille) facilitating the meeting and after receiving no objections, the meeting proceeded.

2. Calling of the Roll and Certification of Proxies

The calling of the roll and the certification of proxies was undertaken for the purpose of establishing a quorum. Pursuant to the Strata Property Act of British Columbia a quorum is one-third (1/3) of the eligible owners entitled to vote to be in attendance or by proxy for a General Meeting to proceed. The Property Agent informed the owners that a total of 76 units were eligible to vote and the quorum requirement under the Act would be 26 owners. The assembly was informed that there were 35 owners present and 19 owners represented by proxy. Therefore, the Chair declared that a quorum was present and that the general meeting should proceed.

3. Approval of the Agenda

The agenda for the Annual General Meeting held March 25, 2019 was previously circulated.

3.1 It was MOVED (55) and SECONDED (46)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the agenda of the Annual General Meeting of March 25, 2019 as presented.

CARRIED

4. Proof of Notice of Meeting

The Owners were advised that the Notice of Meeting was circulated to members via email and posted to the website on March 4, 2019. The Chair declared the 2019 Annual General Meeting to be properly constituted.

4.1 It was MOVED (39) and SECONDED (50)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe accept Proof of Notice of the Annual General Meeting of March 25, 2019 as presented.

CARRIED

5. Adoption of Previous General Meeting Minutes, July 9, 2018

The minutes from the Special General Meeting held July 9, 2018 were previously circulated.

5.1 It was MOVED (59) and SECONDED (8)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the minutes from the Special General Meeting of July 9, 2018 as presented.

CARRIED

6. President Report

The President presented her report, a copy of which is attached to these Minutes.

7. Annual Report on Insurance

The Owners considered and received the annual report on insurance which was previously circulated with the notice of meeting material. Property Agent reviewed the insurance coverage. The Property Agent noted the water damage deductible is \$25,000.00, earthquake deductible is 10% of the appraised value of the building (which is currently \$42,000,000.00), the flood damage deductible is \$25,000.00, and owners need to inform their personal insurance agent of any betterments (upgrades) made to their units.

8. Special Resolutions

8.1 Special Resolution "A" – Sealing Concrete Driveways and Paths

It was MOVED (5) and SECONDED (51)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$5,000.00 (five thousand dollars) be permanently expended from the Contingency Reserve Fund for sealing the concrete driveways and paths.

Note to the Resolution: labour will be volunteer labour

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.2 Special Resolution “B” – Guttering – Phase Two
It was MOVED (10) and SECONDED (28)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$6,000.00 (six thousand dollars) be permanently expended from the Contingency Reserve Fund for phase two of the gutter repairs.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.3 Special Resolution “C” – Irrigation Improvements – Phase One
It was MOVED (46) and SECONDED (21)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$10,000.00 (ten thousand dollars) be permanently expended from the Contingency Reserve Fund for phase one of improvements to the irrigation system.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.4 Special Resolution “D” – Perimeter Fencing Along Semiahmoo Trail
It was MOVED (21) and SECONDED (51)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$8,000.00 (eight thousand dollars) be permanently expended from the Contingency Reserve Fund for perimeter fencing along Semiahmoo Trail.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.5 Special Resolution “E” – Phase One of Fencing Repairs – Gates and Fencing Visible from the Roadways in the complex
It was MOVED (64) and SECONDED (30)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$10,000.00 (ten thousand dollars) be permanently expended from the Contingency Reserve Fund for phase one of the fencing repairs.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.6 Special Resolution “F” – Replacement of Hydraulic Arms on Gates
It was MOVED (51) and SECONDED (64)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$2,000.00 (two thousand dollars) be permanently expended from the Contingency Reserve Fund for the replacement of the hydraulic arms on the front entrance gates.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.7 Special Resolution “G” – Enterphone System Upgrade
It was MOVED (5) and SECONDED (28)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$6,000.00 (six thousand dollars) be permanently expended from the Contingency Reserve Fund for the upgrade of the enterphone system.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.8 Special Resolution “H” – Roof Inspection of Strata Lots Built in Phases One and Two
It was MOVED (45) and SECONDED (5)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$4,000.00 (four thousand dollars) be permanently expended from the Contingency Reserve Fund for roof inspections on strata lots built in phases one and two.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.9 Special Resolution “I” – Roof Membrane Repairs
It was MOVED (70) and SECONDED (30)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, the sum of up to \$10,000.00 (ten thousand dollars) be permanently expended from the Contingency Reserve Fund for roof membrane repairs, if necessary.

CARRIED
54 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.10 Special Resolution “J” – Bylaw Amendments
It was MOVED (46) and SECONDED (45)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe that:

1. The bylaws of the Strata Corporation are amended as follows:
 - a) By the addition of the words “stoves (range/cooktop/oven),” following the word “maintain” in subsection (3) of bylaw 2.
 - b) By the addition of the words “or pots” at the end of the sentence in subsection (17) of bylaw 3.
 - c) By the replacement of the number “(16)” with the number “(17)” in subsection (18) of bylaw 3.
 - d) By the addition of subsection (25) to bylaw 3 as follows:

An owner, tenant or occupant may not grow or cultivate cannabis plants within a strata lot, common property or limited common property.
 - e) By the addition of subsection (26) to bylaw 3 as follows:

An owner, tenant, occupant or visitor must not smoke cannabis or other chemicals on common property, this includes limited common property.
 - f) By the addition of subsection (27) to bylaw 3 as follows:

Owners, tenants and occupants must not alter or remove the window coverings, including shutters or blinds, originally installed in the strata lot. If necessary, due to damage or wear, replacement must be substantially similar window coverings in the same color and style or as approved by Council. Owners who wish to cover the transom window above the front door may apply a removable opaque adhesive film.

- g) By the addition of subsection (28) to bylaw 3 as follows:

An owner, tenant or occupant shall not grant a license to any person or use or permit the use of his strata lot under any of the following arrangements:

- (a) pursuant to a house swap;
- (b) as a motel, hotel, or bed and breakfast or other similar accommodation;
- (c) through any website designed for booking short term accommodations, including but not limited to www.Airbnb.com, www.vrbo.com and other similar websites;
- (d) or at a nightly or weekly rate.

- h) By the replacement of bylaw 6 with the following:

- (1) An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or a strata lot for which the owner, or any member of his or her family or tenant or their guests, servants, agents or invitees is responsible but only to the extent that such expense is not met by the proceeds of insurance carried by the strata corporation.
- (2) In the event that loss or damage occurs to common property, limited common property, common assets or any strata lot that gives rise to a valid claim under the strata corporation's insurance policy, the owner shall reimburse the strata corporation for the deductible portion of the insurance claim if the owner or any member of his or her family or tenant or their guests, servants, agents or invitees is responsible for the loss or damage that gave rise to the claim.
- (3) Where an owner, tenant, occupant or visitor does or permits anything to be done that is illegal or for any reason invalidates the strata corporation's insurance, the owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement of any damage to the common property, limited common property, common assets or strata lots.
- (4) For the purpose of this bylaw, any costs for which a strata lot owner is responsible shall be considered as an expense chargeable to the owner and shall be added to and become a part of the assessment of that owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the monthly assessment.
- (5) An owner who fails to pay the cost of repair or remedying the loss or damage when due shall reimburse the strata corporation and save it harmless against any and all costs and expenses required to collect such reimbursement,

whether by Court action or other means and including council member or management costs associated with lost time from employment, strata management costs and legal costs, comprised of legal fees, taxes, disbursements and other related expenses, as between a solicitor and his own client or on a full indemnity basis.

- (6) An owner, tenant or occupant is responsible for insuring the contents of a strata lot.
- (7) An owner shall insure all fixtures built or installed on a strata lot that were not built or installed by the owner developer as part of the original construction of the strata lot.
- (8) Where a strata lot will be unoccupied for a period of 4 weeks or more, the owner must ensure that the appropriate insurance coverage is in place and that the insurance is not voided because the strata lot is unoccupied.
- i) By the deletion of the words “stairs, balconies” in subsection (c), the addition of the word “and” between “doors, windows” and the deletion of the words “or skylights” in subsection (d), and the deletion of the word “balcony” in subsection (e) of bylaw 8(1).
- j) By the addition of subsection (4) to bylaw 9 as follows:

Notwithstanding subsection (1) an owner, tenant or occupant may plant annuals on common property but shall not plant perennials, trees or bushes on common property without the approval of the council.
- k) By the replacement of the words “President or Vice President of the council” with the words “designated council member” in subsection (6) of bylaw 12.
- l) By the deletion of the words “stairs, balconies” in subsection (c) (ii) (C), the addition of the word “and” between “doors, windows” and the deletion of the words “and skylights” in subsection (c)(ii)(D) and the deletion of the word “balconies” in subsection (c)(ii)(E) of bylaw 13(1).
- m) By the deletion of the words “stairs, balconies” in subsection (d)(iii), the addition of the word “and” between “doors and windows” and the deletion of the words “and skylights” in subsection (d)(iv) and the deletion of the word “balconies” in subsection (d)(v) of bylaw 13 (1).
- n) By the amendment of subsection (c) to replace the “.” with “,” and the addition of subsection (d) to bylaw 28 as follows:

(d) \$1,000 for each contravention of bylaw 3 (28)

- o) By the addition of the following at the end of the sentence in bylaw 29:
except bylaw 3(28) in which case a fine may be imposed daily.
- p) By the addition of the word “or her” after the word his in the following bylaws 3(13), 3(15), 7(4), 7(6), and 10(4).
- 2. The Strata Council of the Strata Corporation (the “Strata Council”) take all such further actions as are required to register the amendments set out in this Resolution (the “Amendments”) with the Land Title Office, including but not limited to filing a Form I, Amendment to Bylaws.
- 3. Any two members of the Strata Council execute such documents as are required to register the Amendments in the Land Title Office on behalf of the Strata Corporation.

CARRIED
54 Owners in Favour
0 Owners Opposed
0 Owners Abstained

8.11 Special Resolution “K” – Change to the Appearance of Common Property – Air Conditioning units
It was MOVED (8) and SECONDED (30)

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 1501- Elgin Pointe, that the owners approve a change to the appearance of common property, by allowing the installation of air conditioning units on the side and/or rear of the strata lot.

DEFEATED
16 Owners in FAVOUR
35 Owners OPPOSED
3 Owners ABSTAINED

9. Adoption of 2019 – 2020 Operating Budget

The Owners considered the 2019 – 2020 operating budget. It was MOVED (58) and SECONDED (51) to put the proposed budget on the floor for discussion. The Treasurer noted financial reports are available on the website for owners to review. After discussion, a vote was called.

9.1 It was MOVED (58) and SECONDED (51)

BE IT BE RESOLVED that the owners, Strata Plan BCS 1501, approve the 2019 – 2020 operating budget as presented in a total amount of \$398,169.00.

CARRIED
54 Owners in FAVOUR

0 Owners OPPOSED
0 Owners ABSTAINED

Please note the approved budget is retroactive to the fiscal year beginning February 1, 2019. Any make up difference owing will be due with the April 1, 2019 strata fees.

10. Election of Strata Council Members

10.1 Council Nominations

Linda Hensman, Pat Douglas, Gordon Buttolph, Sylvia Palmer, Peter Alpen, Claudia Jantzi and Glenn Roy volunteered to be on council for another term. The strata agent called three times for any further volunteers or nominees to be on the strata council for this fiscal year. After receiving no further nominations, the strata agent asked for a show of hands for those in favour of electing the seven names put forward by acclamation. After receiving no objections, the strata agent announced the strata council members for the 2019-2020 fiscal year: Linda Hensman, Pat Douglas, Gordon Buttolph, Sylvia Palmer, Peter Alpen, Claudia Jantzi and Glenn Roy.

CARRIED

11. General Discussion

The Owners discussed hosing down driveways this year then sealing them, versus pressure washing driveways. A query was put forth about whether or not bark mulch was being put down this year and council responded that it would not be purchasing bark mulch this year. A query was put forth about window washing and council confirmed this will be done this year. The Chair asked for a volunteer to be in charge of Club House bookings and replenishing the Club House with supplies as required. Trudi Heard put her name forward to be in charge of the Club House bookings. Councillor Peter Alpen, on behalf of Council acknowledged the management company and thanked the strata agent for her work with council for the benefit of owners of BCS 1501 over the past year.

11. Closure

The Annual General Meeting was declared closed at 9:36 p.m.

Linda Hensman, Chair

Cristin Corneille, Strata Agent

*Following the closure of the AGM the newly appointed Council met and set a date of April 23, 2019 for the next council meeting and council positions will be assigned at this meeting.

2018-2019 AGM Elgin Pointe – President’s Report

It’s a pleasure to present my report to the owners of Elgin Pointe.

I’m Linda Hensman, President of Council.

Vice President is Pat Douglas who took on the task of bylaw updating.

Treasurer is Gordon Buttolph. In addition to overseeing the finances of the Strata Corporation, Gordon has spent countless hours on maintenance within the complex.

Our Secretary is Sylvia Palmer, in charge of minutes, notices and parking passes. Sylvia was instrumental in the development and administration of the owner survey.

Peter Alpen, Councillor at Large, coordinated the final phase of the painting project this year and worked with Gordon on many other maintenance matters.

Claudia Jantzi is our Landscaping Liaison and works closely with our volunteer landscaping group.

Glenn Roy our Webmaster and Communications coordinator has made significant improvements to our website and communications and has started a quarterly newsletter.

Our Property Manager is Cristin Corneille.

It has been a very busy and productive year and Council accomplished many projects. These included:

- Mulching of gardens;
- Pressure washing and Parking stall repainting;
- Completion of the exterior painting of the complex;
- Significant improvements to the website and communications protocols and the introduction of a quarterly newsletter;
- Improvements to financial reporting to owners through detailed monthly financial reports;
- Repair and improvements to the guttering system;
- Cleaning of the carpets, upholstery and blinds in the clubhouse and installation of a new hot water tank;
- Revitalization of selected shrubs and trees through extensive pruning. Planting of cedars to replace those which died over the past couple of winters;
- Awarding of a new Landscaping contract;
- Bylaws review and updating to reflect new legislation;
- Owner survey to gauge satisfaction and issues of importance; and, finally
- Development of a Capital Plan which will guide projects into the future.

2018-2019 AGM Elgin Pointe – President’s Report

As well, there have been numerous minor projects completed.

At last year’s AGM, Council was asked to provide a comprehensive plan relating to the accumulation of funds in the Contingency Reserve Fund (CRF) and the projects which would be paid for from the CRF. As such, Council embarked on the development of a Capital Plan. This initiative was led by Gordon Buttolph.

The plan which was developed was informed by the depreciation report and the owner survey. Owner meetings were also held to obtain input. The plan takes a long-term approach to the needs of the complex. The projects proposed, if approved by owners, will be funded from the CRF. Importantly, the plan has been developed so special assessments should not be required to fund these projects. If we continue to allocate 25% of strata fees to the CRF, which is the current council’s plan, the CRF will continue to grow to ensure that we have a healthy fund and be able to manage, not only our planned project expenditures but most unforeseen expenses which we may incur. This evening you will have an opportunity to vote on the first projects Council has proposed.

This year Council joined the Condominium Homeowners Association (CHOA). The organization provides resources and support to Strata Corporations and offers seminars on timely topics. Education is a vital part of being an active and prudent council member and serves the strata corporation and its owners well. In the fall, several council members attended a full day workshop which focused on Council meeting processes and procedures and on Legislative Changes and Updates. It was an informative and beneficial session.

At this time, we want to recognize the volunteer work of many other owners within the complex. Communities are stronger because of their volunteers and they contribute significantly to its economic and social well-being.

This past year Trudi Heard continued to serve as Recording Secretary to Council. Thanks Trudi!

Blake Stewart, Steve Thackray, Rick Post and Ken Douglas assisted with various maintenance matters and Harold Ens painted all the fire hydrants. Thank you for your work – it is greatly appreciated.

Maria Lange puts out the Club House Recycling Bin for pick up every Monday. Thanks Maria.

Our thanks to Becky Kronstad who was responsible for clubhouse bookings. Becky is stepping down from this role so we would like to hear from anyone who would be willing to take on the responsibility.

2018-2019 AGM Elgin Pointe – President's Report

Pat Douglas, Irene David and Willa Alpen looked after the Library again this year. Pat has recently stepped down and Lorna Paterson has kindly taken her place. Thank you all and a special thank you to Pat for her many years of service!

Thanks to Lorraine Peck, who coordinates our Social Events. Her report will be included with the minutes of this meeting.

Becky Kronstad oversees the Landscaping group. The group have continued to prune, weed, plant and make recommendations to Council on landscape matters. They have greatly improved the attractiveness of the complex through their work. It is wonderful to see that the group has grown and more owners are getting involved. Thanks to Willa Alpen, Mary Cunningham, Carole Coakwell, Faye Gouguen, Claudia Jantzi, Becky Kronstad, Helen Maclean, Liz Milliken, Lorraine Peck, Lynne Perih, Lynda Prystie, Jean Sims and Leslie Titus for your hard work.

Lastly, Gary Warner, Blake Stewart and Steve Thackray contributed to the development of the Capital Plan. Your input and expertise were much appreciated.

I hope I have not overlooked anyone. If I have please let me know so that I can correct if for the written report.

In total, 1/3 of the owners volunteered in some capacity. This builds community spirit and reduces our expenses so we are able to do things that our budget would not allow. We commend all who have volunteered this past year for their commitment to our Strata.

I cannot end my remarks without making special mention of the work of one councillor in particular – Gordon Buttolph. He has saved us a tremendous amount of money by giving freely of his time and spending countless hours on completing repairs and maintenance tasks in this complex. The podium we are using this evening was made by him. Thank you, Gordon!

As I reflect on the past year, we are extremely pleased to see how much has been accomplished. Through a conservative approach, Council ended the year with a balanced budget and we are confident that the proposed operating budget for the 2019-20 fiscal year, which has a modest increase, reflects our needs. The capital projects proposed for this year will begin to deal with some of the issues owners identified in the survey as needing to be addressed.

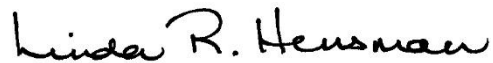
The future of Elgin Pointe is extremely positive.

2018-2019 AGM Elgin Pointe – President’s Report

As at all AGMs, owners will elect next year’s Council. This year, all seven Council members have offered to stand for re-election. We have had a productive year and trust the owners value the work that council has done on their behalf.

It has been a pleasure and privilege to serve as President and I thank you for the opportunity. I have greatly appreciated working with my fellow councillors and our strata manager, Cristin Corneille and valued the support they have provided.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda R. Hensman". The signature is written in a cursive, flowing style.

Linda R. Hensman

Social Committee Report – Elgin Pointe Strata – 2018/2019

Two social events were held during 2018.

Golf Tournament and Barbeque – June 15, 2018

The golf tournament was held at the Peace Portal Par 3 golf course. Thanks go to Bob Smith for organizing the tournament. There were 11 avid golfers, with the winning team being Faye Gougeon, Helen Maclean and Ken Douglas. Thanks to the owners who donated prizes - Peter Alpen, Faye Gougeon, and Brian Eaton.

The BBQ was held at the Clubhouse. Thanks to various owners for their assistance in setting up chairs and tables. Once again, the annual bocce ball tournament was held at the Clubhouse, organized by Glenn Roy. Bocce balls were supplied by Glenn Roy and Ron Larson. The winning team was Sharon Anderson and Derrick Simms, with the trophy being provided by Don Nimchuk. A barbeque was then held with lots of great food, with approximately 48 attending. Thanks go to Blake Stewart and Glenn Roy for providing the barbeques. Chef duties were ably carried out by several owners.

Christmas Social Evening – December 2

The Clubhouse was decorated for the Christmas season thanks to several volunteers from the Gardening Committee. An Open House-style pre-Christmas social gathering was held there with approximately 32 people attending. Residents brought beverages of their choice and appetizers to share. Thanks to the residents who assisted with the setting up and clean-up.

The 2019 Golf Tournament is tentatively set for Friday, June 14.

Respectfully submitted,

Lorraine Peck, Unit #3
Social Committee

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
February 25, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held February 25, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Sylvia Palmer, Secretary
 Peter Alpen, Councillor at Large
 Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator) –
 (remote attendance via Skype)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 2:58 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Alpen), SECONDED (Palmer) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of January 28, 2019.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.2 – Preliminary Notice of Development of Land (3145 and 3167 Semiahmoo Trail)

4. FINANCIAL

4.1 Financial Statements to January 31, 2019: as per attached reports including:

- Treasurer's Report as of January 31, 2019
- CRF Reconciliation
- SPL Reconciliation
- Income & Expense Reconciliation
- Petty Cash Balance Sheet
- Proposed 2019-2020 Budget

It was MOVED (Buttolph), SECONDED (Jantzi), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Accounts Receivable as of January 31, 2019: Nil outstanding

4.3 Petty Cash Reconciliation as of January 31, 2019: <\$19.70> (overdrawn).

5. BUSINESS ARISING

5.1 Proposed Bylaws: Proposed changes to strata bylaws were submitted to legal counsel for review. **Lawyer's comments have been received and were discussed.** Process is ongoing for presentation to and vote by owners at the upcoming Annual General Meeting.

5.2 AGM Special Resolutions: The Special Resolutions for the upcoming Annual General Meeting were reviewed by council. These resolutions will be outlined in a document to be posted on the Elgin Pointe website and will also form part of the information package sent to all owners with formal notice and details of the AGM.

6. COMMITTEE REPORTS

6.1 Landscaping and Gardening:

For the past month, Vista (James and his crew) have been cutting back small shrubs and pruning smaller trees.

Cleanup from windstorms and snow removal from cedar hedges has also been ongoing, including a non-scheduled visit to clean up after one of our recent windstorms.

BC Plant Health Care was on site February 19th to complete work that was contracted last June. They removed the dead maple in front of a unit along with the stump and debris. Replacement of the tree will be done by Vista in the Spring. The 3 maples on the common property behind Units 58 & 59 were also pruned and trimmed.

6.2 Maintenance:

Gutter leaks were repaired at a unit

Clubhouse rear fence was repaired.

Changing clubhouse lights to LED is ongoing.

Fascia boards on all buildings to be inspected for touch-ups which will be done in the spring.

Mail box kiosk is noted to be in need of maintenance and repairs.

6.3 Communications / Website:

6.3.1 Communications: Spring/newsletter reviewed and published in early February.

6.3.2 Website Content: Added another page to handle Council Report documents for 2019.

6.3.3 Website Structural Changes: An owner proposed adding two new sections to the website to enhance community involvement:

- a. **An Elgin Pointe 'Marketplace' page.** This page would consist of content submitted by owners via email and published by a moderator. When a new posting is generated an email would be sent out to the target email group and would also be available on the website. A mechanism would be available for anyone in the email group to opt out of receiving the Marketplace emails. The suggested content would be things like buy/selling, need help with Christmas lights, anyone

got a 10-foot stepladder?, where should I get smoke alarms?, etc. No business solicitation or advertising would be permitted.

Council agreed that the Marketplace page could be of interest to owners. Webmaster to proceed.

- b. An Elgin Pointe 'Social' page similar to the Marketplace page. The content would be submitted via email and published by a moderator. Suggested content would be one-off or repeating events like 'Wine Tasting Evening', Bridge club, Pilates class, Snowshoe outing, book club, etc.

Council deferred decision on the Social Page at this time

6.3.4 Website Traffic Metrics for February (and 2 months prior):

Web Page Visited	Period ending / Reporting Days in Period					
	22-Feb-19	30	23-Jan-19	40	14-Dec-18	23
Clubhouse Bookings	19		22		16	
Community	60		61		38	
Documents	42		48		61	
Emergencies	15		16		10	
FAQ	53		30		20	
Home	1366		1765		1211	
Login	166		244		201	
Notices and Bulletins	75		46		44	
Parking Passes	22		17		12	
Visitors	39		37		23	

- 6.4 Capital Planning: Treasurer Buttolph advised that there has been no feedback from any owners regarding the Capital Planning documents which were posted to the website.

7. CORRESPONDENCE

- 7.1 – 7.12 As per attached List of Correspondence Issues.

8. NEW BUSINESS

- 8.1 Change in Club House Cleaning Schedule: Due to a change in personnel at the cleaning company, a new day and time has been assigned for cleaning the clubhouse. It will now be done alternate Mondays in the evening.
- 8.2 Proposed Development of land (3145 & 3167 Semiahmoo Trail): This is the SW corner of 32nd Ave. and Semiahmoo Trail. The proposal includes construction of ten single family lots/homes and one dedicated park. Other than increased traffic along 32nd Ave., no direct impact to Elgin Pointe was identified.

9. MEETING ADJOURNED

The meeting adjourned at 4:55 pm.

IMPORTANT REMINDER FOR ALL OWNERS

ANNUAL GENERAL MEETING

The next meeting is the Annual General Meeting: MONDAY, MARCH 25, 2019 in the clubhouse.

Registration will begin at 7:00 pm

Meeting will begin at 7:30 pm

Everyone is strongly urged to attend, either in person or by proxy.

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as at January 31, 2019 including:
 - CRF Reconciliation
 - SPL Reconciliation
 - Income & Expense Reconciliation
 - Petty Cash Balance Sheet as of February 25, 2019
2. BCS1501 Treasurer's Proposed 2019-2020 Budget
3. List of Correspondence Issues as at February 25, 2019

Attachments 1 and 2 as per item 4 of these minutes.

Attachment 3 as per item 7 of these minutes.

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: FEBRUARY 25, 2019

Correspondence type: L = letter E = email P = phone call

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	06/21/18	E	Uneven stepping stone.	DEFERRED to spring. Gravel required.
7.2	10/02/18	E	The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.	Ongoing
7.3	01/11	E	Query about earthquake deductible riders.	COMPLETED.
7.4	01/14	E	1) Rot in fascia. and 2) Root problem in reserved parking stall.	1) DEFERRED to spring. 2) BC Plant Health inspected and advised it is possible to prevent further penetration of root into parking stall by means of an inground membrane. Regarding the existing root in the driveway, it cannot be removed without digging up driveway. BC Plant Health also advised that the City would never approve removal of this healthy tree even though it is intrusive. Problem is only going to get worse if no action is taken.
7.5	01/29	E	Request to install an electric fireplace in basement.	COMPLETED
7.6	01/30	E	Request for a copy of the new landscaping contract.	COMPLETED
7.7	02/14	E	Snow removal.	COMPLETED
7.8	02/18	E	Combination lock query for front doors.	COMPLETED. Owner was referred to units 41 & 56 which have approved combination locks. Will possibly submit a request once they have looked at these approved locks.
7.9	02/19	E	Concern about the pruning of the maple tree behind her unit.	COMPLETED
7.10	02/21	P	Concern about snow piled in front of his reserved parking stall	COMPLETED
7.11	02/24	E	Request for specific details of when complex was salted, brined, plowed.	COMPLETED
7.12	02/24	E	Request for specific details regarding selection of landscaping company.	COMPLETED – as provided in previous minutes

BCS1501 Fiscal 2019 Proposed Budget.
 ((February 1st 2019 - January 31st 2020))

PROPOSED OPERATING BUDGET

ACCOUNT	DESCRIPTION	2018 BUDGET	PERCENT OF BUDGET	2018 ACTUAL TO DEC 31st	2018 ACCURACY	2019 PROPOSED BUDGET	COST RANKING	PERCENT OF BUDGET	COMMENTS
INCOME	4001 Owner Strata Fees	\$385,503	99.73%	\$385,502	100%	\$397,069		99.72%	#1
	4002 Bank Interest	\$300	0.08%	\$467	0%	\$350		0.09%	
	4009 Miscellaneous Income	\$0	0.00%	\$0	0%	\$0		0.00%	
	4013 Key Deposit Income	\$150	0.04%	\$75	50%	\$150		0.04%	
	4020 Club House Income	\$600	0.16%	\$750	125%	\$600		0.15%	
	TOTAL INCOME	\$386,553	100.00%	\$386,794		\$398,169		100.00%	
EXPENSE	6100 Fortis BC - Club House Gas	\$450	0.12%	\$373	83%	\$400		0.10%	
	6101 BC Hydro - Club House Electricity	\$1,700	0.44%	\$1,966	116%	\$2,000		0.50%	
	6102 Water Charges (City of Surrey)	\$22,500	5.81%	\$20,232	90%	\$26,500	#5	6.66%	#2
	6201 Insurance	\$102,078	26.37%	\$104,294	102%	\$103,211	#1	25.92%	#3
	6202 Insurance Appraisal	\$600	0.15%	\$997	166%	\$1,000		0.25%	
	6203 TD Bank Charges	\$600	0.15%	\$542	90%	\$600		0.15%	
	6204 Entry Phone (TELUS)	\$500	0.13%	\$909	182%	\$400		0.10%	
	6207 Legal/Accounting	\$1,200	0.31%	\$698	58%	\$2,500		0.63%	
	6301 MAINT - Clear roads & walkways	\$3,000	0.77%	\$2,583	86%	\$4,000		1.00%	
Aggregated	MAINT - Landscaping	\$70,025	18.09%	\$67,894	97%	\$74,795	#3	18.78%	#4
	6303 MAINT - Landscape Maintenance Contract	\$55,125		\$56,259	102%	\$60,795			
	6304 MAINT - Landscape Miscellaneous	\$9,900		\$11,621	117%	\$10,000			
	6305 MAINT - Landscape Strata Team	\$5,000		\$14	0%	\$4,000			
	6307 MAINT - General Repairs & Maintenance	\$18,526	4.79%	\$18,978	102%	\$16,800		4.22%	#5
	6308 MAINT - Fire Systems	\$1,000	0.26%	\$629	63%	\$750		0.19%	
	6309 MAINT - Lighting	\$250	0.06%	\$0	0%	\$1,000		0.25%	#6
	6310 MAINT - Window replacement	\$500	0.13%	\$0	0%	\$500		0.13%	
	6312 MAINT - Roof Repairs	\$10,750	2.78%	\$0	0%	\$7,000		1.76%	
	6313 MAINT - Pest control	\$1,200	0.31%	\$3,806	317%	\$2,000		0.50%	
	6315 MAINT - Clean/Repair Gutters	\$14,700	3.80%	\$12,979	88%	\$7,000		1.76%	#7
	6316 MAINT - Power washing	\$5,000	1.29%	\$12,285	246%	\$6,000		1.51%	#8
	6317 MAINT - Irrigation system	\$1,500	0.39%	\$1,706	114%	\$1,600		0.40%	
	6319 MAINT - Gate and Gate Controls	\$1,500	0.39%	\$856	57%	\$750		0.19%	
	6320 MAINT - Dryer duct cleaning	\$1,200	0.31%	\$1,117	93%	\$0		0.00%	
	6404 WCB Expense	\$100	0.03%	\$0	0%	\$100		0.03%	
	6410 Club House Cleaning	\$1,200	0.31%	\$951	79%	\$2,500		0.63%	#9
	6411 Club House Electricity	\$2,000	0.52%	\$2,307	115%	\$2,500		0.63%	
	6412 Club House Supplies	\$100	0.03%	\$938	938%	\$200		0.05%	
Aggregated	Property Management Costs	\$25,890	6.69%	\$27,119	105%	\$26,690	#4	6.70%	#10
	6501 Property Management - FEES	\$24,180		\$24,180	100%	\$24,905			
	6503 GST - Property Management Fees	\$1,210		\$1,209	100%	\$1,270			
	6504 Property Management - ADMIN	\$500		\$1,730	346%	\$515			
	6601 BCS1501 Admin & Sundry	\$500	0.13%	\$748	150%	\$1,000		0.25%	

6604 Special General Meeting	\$0	0.02%	\$262	0%	\$0	0.00%	
6701 Contingency Reserve Fund	\$98,584	25.46%	\$98,584	100%	\$99,267	24.93%	#11
6702 Deprecation Report Update	\$0	0.00%	\$0		\$7,000	1.76%	#12
TOTALS	\$387,153	100.02%	\$383,754	99%	\$398,063	99.97%	
	2018 BUDGET		2018 ACTUAL	2018 ACCURACY			
TOP 5 EXPENSES =	\$315,103		\$316,869	101%	TOP 5 =	83.00%	

COMMENTS

- #1** Strata Fee Increase is 3%
- #2** City Of Surrey raised Water Rates by 5% and Sewage Rates by 15%
- #3** Insurance Rates in general have risen by Double digits in the past year. By improving our claims record, retaining our deductibles and self financing; we have mitigated most of the increases.
- #4** New 3 year contract reflects inflationary increases
- #5** Maintenance budget will be significantly impacted if the Capital Plan recommendations are not adopted at the AGM
- #6** Funds to switch Street Lighting to LED to reduce electrical consumption
- #7** Allowance for Gutter cleaning
- #8** Allowance for Window cleaning
- #9** Allowance to clean Club House Blinds
- #10** Inflationary increase in Management Company Fees
- #11** CRF contribution remains at 25%
- #12** Cost to update the Depreciation Report (Mandatory under Strata Act)

Elgin Pointe Strata Corporation – BCS1501.

Treasurers Report as of January 31st, 2018.

For Council Meeting of February 25th, 2019.

- 1) Financial position remained on track relative to budget.
 - a. All Loans from the CRF to the Operating Account were repaid.
- 2) CRF fund stands at \$261,004.
- 3) SPL fund stands at \$30.30. The account will be closed, and the balance transferred to the CRF. fund February 1st. (These funds represent three un-deposited Owner Refund cheques). Account Balance, net of undeposited cheques is \$26.80 (interest payment).
- 4) AR total outstanding = \$0.00.
- 5) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$3,038.70.
- 6) Petty Cash balance on hand = \$-19.70.
- 7) The 2019 annual Insurance premium will be funded by a loan from the CRF and repaid in 12 monthly payments. This will save \$2,900 in financing charges.
- 8) Attachments:
 - 1) Quarterly/Year End Treasurer's Report
 - 2) CRF Reconciliation
 - 3) SPL Reconciliation
 - 4) Profit & Loss Reconciliation
 - 5) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 **FOURTH QUARTER/YEAR END** Financial Summary for Fiscal Year 2018.

((November 1st, 2018 – January 31st, 2019))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME Total Income for the year was \$386,794.

This is a combination of Strata Fees (\$385,502) plus miscellaneous income (\$1,292).

EXPENSE Total Expenses for the year were \$383,754.

This means the year finished with a small surplus that will go into retained earnings.

The **TOP 5 Expenses** accounted for **83%** of the Total Operating Cost.

The 2018 Budget for the **TOP 5 Expenses** was \$315,103, the 2018 Actual was \$316,869.

ACCURACY FACTOR was 101%.

CRF The Contingency Reserve Fund stood at \$261,004 at year end.

SPL The Special Levy (for the painting project) was closed at year end.

2019 Looking forward to Fiscal 2019, the Budget that will be presented at the AGM will include a 3% fee increase to cover inflationary cost increases.

Please Note: the 2019 Budget is built on the assumption that the actions described in the Capital Plan documents, posted on the Elgin Pointe website, will be accepted as proposed.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - FISCAL 2018.12

BCS1501 CRF Reconciliation (February 1st, 2018) to Year-End (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments (to Term Deposit)	CRF Term Deposit Balance	CRF Term Deposit Interest Paid
1	January 31 2018	\$177,435.47	\$0.00	\$177,435.47											
2	February 28 2018	\$182,234.30	\$0.00	\$182,234.30	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00	\$0.00	\$0.00
3	March 31 2018	\$167,651.66	\$0.00	\$167,651.66	\$167,651.66	\$4,583.33	-\$19,385.63	\$0.00	\$0.00	\$0.00	\$219.19	\$0.00	\$0.00	\$0.00	\$0.00
4	April 30 2018	\$172,458.26	\$0.00	\$172,458.26	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00	\$0.00	\$0.00
5	May 31 2018	\$191,792.32	\$0.00	\$191,792.32	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00	\$0.00	\$0.00
6	June 30 2018	\$200,261.75	\$0.00	\$200,261.75	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00	\$0.00	\$0.00
7	July 31 2018	\$208,734.57	\$0.00	\$208,734.57	\$208,734.57	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$257.47	\$0.00	\$0.00	\$0.00	\$0.00
8	August 31 2018	\$127,255.70	\$100,000.00	\$227,255.70	\$227,255.70	\$8,215.35	\$0.00	\$10,000.00	\$0.00	\$0.00	\$305.78	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
9	September 30 2018	\$135,717.83	\$100,000.00	\$235,717.83	\$235,717.83	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$246.78	\$0.00	\$0.00	\$0.00	\$0.00
10	October 31 2018	\$121,713.64	\$100,000.00	\$221,713.64	\$221,713.64	\$8,215.35	\$0.00	\$0.00	-\$22,420.62	\$0.00	\$201.08	\$0.00	\$0.00	\$0.00	\$0.00
11	November 30 2018	\$121,712.81	\$100,000.00	\$221,712.81	\$221,712.81	\$8,215.35	-\$8,439.38	\$0.00	\$0.00	\$0.00	\$223.20	\$0.00	\$0.00	\$0.00	\$0.00
12	December 31 2018	\$137,561.22	\$100,000.00	\$237,561.22	\$237,561.22	\$8,215.35	\$0.00	\$0.00	\$0.00	\$7,420.62	\$212.44	\$0.00	\$0.00	\$0.00	\$0.00
	January 31 2019	\$161,003.56	\$100,000.00	\$261,003.56	\$261,003.56	\$8,215.35	\$0.00	\$0.00	\$0.00	\$15,000.00	\$226.99	\$0.00	\$0.00	\$0.00	\$0.00
FORECAST															
	Year-End Totals				\$261,003.56	\$98,584.20	-\$27,825.01	\$10,000.00	-\$22,420.62	\$22,420.62	\$2,808.90	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
	Average/Unit				\$3,434.26										

2018 Budget	\$385,503.40
Operating Costs	\$286,919.20
CRF Contribution	\$98,584.20

BCS1501 SPL - FISCAL 2018.12

BCS1501 SPL Reconciliation (February 1st, 2018) to Year-End (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (Repaid)
	January 31 2018	\$0.00	\$0.00				
1	February 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	March 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	April 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
5	June 30 2018	\$127,223.12	\$127,223.12	\$12,834.44	\$58.77	-\$3,597.83	\$0.00
6	July 31 2018	\$134,845.06	\$134,845.06	\$7,462.19	\$159.75	\$0.00	\$0.00
7	August 31 2018	\$135,090.13	\$135,090.13	\$55.70	\$189.37	\$0.00	\$0.00
8	September 30 2018	\$137,019.45	\$137,019.45	\$1,719.94	\$209.38	\$0.00	\$0.00
9	October 31 2018	\$137,019.45	\$17,186.88	\$0.00	\$203.43	-\$120,036.00	\$0.00
10	November 30 2018	\$0.00	\$5,289.51	\$0.00	\$114.06	\$0.00	-\$12,011.43
11	December 31 2018	\$26.80	\$630.14	\$0.00	\$26.80	\$0.00	-\$4,686.17
12	January 31 2019	\$30.30	\$30.30	\$0.00	\$3.50	-\$603.34	\$0.00
	FORECAST						
	TOTALS		\$30.30	\$140,000.01	\$965.06	-\$124,237.17	-\$16,697.60
	Avg. Per Unit			\$1,842.11			-\$219.71
		2018 Budget Special Assessment	\$140,000.00				

BCS1501 OPERATING BUDGET - FISCAL 2018.12

BCS1501 Income & Expense Reconciliation (February 1st, 2018) to Year-End (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2018	\$0.00	\$0.00					
1	February 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$42.50	\$27,735.33	-\$20,974.83	\$6,760.50
2	March 31 2018	\$10,937.56	\$10,937.56	\$27,692.83	\$29.72	\$27,722.55	-\$23,545.49	\$4,177.06
3	Apr 30 2018	\$30,335.66	\$30,335.66	\$40,989.97	\$85.56	\$41,075.53	-\$21,677.43	\$19,398.10
4	May 31 2018	\$17,036.79	\$17,036.79	\$32,125.11	\$123.86	\$32,248.97	-\$45,547.84	-\$13,298.87
5	June 30 2018	\$22,486.41	\$22,486.39	\$32,125.11	\$88.53	\$32,213.64	-\$26,764.04	\$5,449.60
6	July 31 2018	\$17,488.21	\$17,488.21	\$32,125.11	\$86.52	\$32,211.63	-\$37,209.81	-\$4,998.18
7	August 31 2018	\$13,859.17	\$13,859.17	\$32,125.11	\$43.84	\$32,168.95	-\$35,797.99	-\$3,629.04
8	September 30 2018	\$14,239.18	\$14,239.18	\$32,125.11	\$192.17	\$32,317.28	-\$31,937.27	\$380.01
9	October 31 2018	\$5,466.59	\$5,466.59	\$32,125.11	\$271.15	\$32,396.26	-\$41,168.85	-\$8,772.59
10	November 30 2018	\$1,298.71	\$1,298.71	\$32,125.11	\$26.92	\$32,152.03	-\$36,319.91	-\$4,167.88
11	December 31 2018	\$6,102.07	\$6,102.07	\$32,125.11	\$40.68	\$32,165.79	-\$27,362.43	\$4,803.36
12	January 31 2019	\$3,038.70	\$3,038.70	\$32,125.11	\$260.97	\$32,386.08	-\$35,449.45	-\$3,063.37
	FORECAST							
	TOTALS			\$385,501.62		\$386,794.04		
	Monthly Avg/Unit			\$422.70		\$424.12		
	Annual Avg/Unit			\$5,072.39		\$5,089.40		

Fiscal 2018: Operating Budget: \$386,553.40

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of January 31st, 2019. Fiscal 2018.12
 Provided for Council Meeting of February 25th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	dd/mm/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	301.65	Opening Balance			
PAID	02/01/2018	\$301.65	-\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	-\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	-\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	-\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	-\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	-\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	-\$47.18	-\$0.02	-\$47.20	\$0.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$0.35	-\$78.44	-\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	-\$78.10	\$217.85	\$0.00	\$0.00	\$139.75	Petty Cash		Petty Cash Advance	
PAID	06/20/2016	\$139.75	-\$71.66	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6601
PAID	06/28/2018	\$68.10	-\$110.88	-\$0.02	-\$110.90	-\$42.80	Gordon Buttolph	45	Programable Thermostat for CH basement	6307
PAID	04/30/2018	-\$42.80	-\$8.41	\$0.01	-\$8.40	-\$51.20	Dave Mori	36	Flags to Indicate fresh concrete curbs	6307
PAID	07/12/2018	-\$51.20	-\$44.80	\$0.00	-\$44.80	-\$96.00	Becky Kronstad	8	10 Bags garden soil to fill root ball holes	6305
PAID	07/04/2018	-\$96.00	-\$51.42	\$0.02	-\$44.80	-\$140.80	Steve Thackray	57	Motion sensor replacement	6307
PAID	07/18/2018	-\$140.80	-\$221.72	\$0.02	-\$221.70	-\$362.50	Gordon Buttolph	45	Deck box for Club House Patio (Storage)	6601
PAID	07/19/2018	-\$362.50	-\$9.14	-\$0.01	-\$9.15	-\$371.65	Gordon Buttolph	45	Hardware to secure deck box	6601
PAID	07/19/2018	-\$371.65	-\$154.94	-\$0.01	-\$154.95	-\$526.60	Peter Alpen	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$526.60	-\$26.67	\$0.02	-\$26.65	-\$553.25	Gordon Buttolph	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$553.25	-\$37.15	\$0.00	-\$37.15	-\$590.40	Peter Alpen	47	Repair materials for Club house window well	6307
RECEIVED	07/31/2018	-\$590.40	\$898.65	\$0.00	\$898.65	\$308.25	Petty Cash		Petty Cash Advance	
PAID	07/25/2018	\$308.25	-\$24.76	\$0.01	-\$24.75	\$283.50	Gordon Buttolph	45	Hose Hangers for Electrical Room	6307
PAID	07/27/2018	\$283.50	-\$195.89	-\$0.01	-\$195.90	\$87.60	Gordon Buttolph	45	10 new chairs for Club House	6601
PAID	30/06/2018	\$87.60	-\$14.15	\$0.00	-\$14.15	\$73.45	Gordon Buttolph	45	Water shut-off cover repairs: unit #40	6307
PAID	04/08/2018	\$73.45	-\$33.59	-\$0.01	-\$33.60	\$39.85	Gordon Buttolph	45	Heavy Duty limb trimmer for Strata use	6601
PAID	06/08/2018	\$39.85	-\$134.01	\$0.01	-\$134.00	-\$94.15	Gordon Buttolph	45	Wheelbarrow/Cart for Strata use	6601
PAID	11/08/2018	-\$94.15	-\$74.49	-\$0.01	-\$74.50	-\$168.65	Becky Kronstad	8	Replace broken pruning shears	6601
PAID	14/08/2018	-\$168.65	-\$7.80	\$0.00	-\$7.80	-\$176.45	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	15/08/2018	-\$176.45	-\$144.28	-\$0.02	-\$144.30	-\$320.75	Gordon Buttolph	45	Repair materials for Unit 20 window-well	6307
PAID	16/08/2018	-\$320.75	-\$2.60	\$0.00	-\$2.60	-\$323.35	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	17/08/2018	-\$323.35	-\$150.00	\$0.00	-\$150.00	-\$473.35	Linda Hensman	31	CHOA seminar fees for 4 Council members	6601
PAID	18/08/2018	-\$473.35	-\$166.27	\$0.02	-\$166.25	-\$639.60	Gordon Buttolph	45	Repair materials for Unit 19 window-well	6307
RECEIVED	13/09/2018	-\$639.60	\$947.84	-\$0.01	\$947.85	\$308.25	Petty Cash		Petty Cash Advance	
Paid	17/08/2018	\$308.25	-\$63.05	\$0.00	-\$63.05	\$245.20	Peter Alpen	47	Thank you gift for Painting Crew	6601
Paid	05/09/2018	\$245.20	-\$31.07	\$0.02	-\$31.05	\$214.15	Gordon Buttolph	45	Safety reflectors and roof cleaning pole	6307
Paid	30/08/2018	\$214.15	-\$30.21	\$0.01	-\$30.20	\$183.95	Gordon Buttolph	45	Wooden stakes to rebuild Unit # signs	6307
Paid	01/09/2018	\$183.95	-\$5.00	\$0.00	-\$5.00	\$178.95	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	31/08/2018	\$178.95	-\$15.08	-\$0.02	-\$15.10	\$163.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	30/08/2018	\$163.85	-\$10.00	\$0.00	-\$10.00	\$153.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of January 31st, 2019. Fiscal 2018.12
 Provided for Council Meeting of February 25th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	dd/mm/yyyy	BALANCE				BALANCE		#		CODE
Paid	17/08/2018	\$153.85	-\$16.22	\$0.02	-\$16.20	\$137.65	Becky Kronstad	8	Garden waste disposal bags (Garden Committee)	6305
Paid	19/10/2018	\$137.65	-\$4.47	-\$0.02	-\$4.45	\$133.20	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	25/09/2018	\$133.20	-\$15.63	-\$0.02	-\$15.65	\$117.55	Linda Hensman	31	Keys and File Folders	6601
Paid	18/11/2018	\$117.55	-\$21.72	\$0.02	-\$21.70	\$95.85	Becky Kronstad	8	Club House supplies	6412
Paid	20/11/2018	\$95.85	-\$10.00	\$0.00	-\$10.00	\$85.85	Rick Post	41	Screen repair for Unit 11	6307
Paid	10/01/2019	\$85.85	-\$23.51	\$0.01	-\$23.50	\$62.35	Becky Kronstad	8	Paper Towels for Club House	6412
Paid	31/1/2019	\$62.35	-\$82.03	-\$0.03	-\$82.05	-\$19.70	Gordon Buttolph	45	LED Light Bulbs for Clubhouse	6601

BCS1501 - FISCAL 2018.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: February 25th, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
January 28, 2019

Minutes of the BCS1501 Elgin Pointe strata council meeting held January 28, 2019
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Sylvia Palmer, Secretary
 Peter Alpen, Councillor at Large
 Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 2:53 pm.

2. ADOPTION OF PREVIOUS MINUTES

An error was noted in the minutes of the December 17 meeting: Under section 6.1.2 the monthly cost (ex GST) for Vista Landscape Services is shown as \$4,4825. This should read \$4,825.

With this correction, it was MOVED (Roy), SECONDED (Jantzi) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of December 17, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: 5.5 Clubhouse blinds cleaning

New Business: 8.2 Insurance

4. FINANCIAL

4.1 Financial Statements as of December 31, 2018: as per attached reports:

- Treasurer's Report as of Dec/31/18
- CRF Reconciliation (to Dec/31/18) and Forecast to YE (Jan/31/19)
- SPL Reconciliation (to Dec/31/18) and Forecast to YE (Jan/31/19)
- Income & Expense Reconciliation (to Dec/31/18) and Forecast to YE (Jan/31/19)
- Petty Cash Balance Sheet as of Jan/22/19

It was MOVED (Buttolph), SECONDED (Douglas) and CARRIED that Elgin Pointe Council approves the financial statements as attached.

- 4.2 Accounts Receivable as of December 31, 2018: Nil
- 4.3 Petty Cash Reconciliation as of Jan/22/19: \$62.35 balance on hand
- 4.4 Proposed 2019 Budget: Treasurer Buttolph presented the proposed budget for the fiscal year Feb/01/19 – Jan/31/20.

It was MOVED (Buttolph), SECONDED (Alpen) and CARRIED that Elgin Pointe Council approves, in principle, the proposed budget as presented. The budget will be presented at the AGM for approval by owners.

5. BUSINESS ARISING

- 5.1 Exterior Painting Special Levy Account: Two (2) refund cheques are yet to be cashed but the owners have assured Property Management Agent Corneille the cheques will be cashed by the end of January. Once these two cheques have cleared the account will be closed.
- 5.2 Smoke Alarm Replacement:

Council again reminds owners that it is the responsibility of owners, not strata, to replace smoke alarms within their units, as required. These alarms have expiry dates and original units which were installed during construction are now approaching or past their recommended replacement date.

For the benefit of you, your family and your neighbours, the importance of complying with timely replacement of these alarms cannot be overstated!

For owners not able or qualified to replace their own alarms, note that Legacy Fire & Safety is a contractor licenced to do this work. If owners wish, they may contact Legacy directly to inquire about replacing smoke alarms.

LEGACY FIRE & SAFETY
Phone: (604) 888.1410

- 5.3 Proposed Bylaws: A draft of proposed bylaw changes has been completed and is ready to be submitted to legal council for review.

It was MOVED (Douglas), SECONDED (Jantzi) and CARRIED that Elgin Pointe Council approves an expenditure of up to \$1,500.00 for legal review of the proposed bylaw changes.

Proposed bylaw changes will be included on the agenda for the upcoming AGM.

- 5.4 Gutter Repairs: All items on the previous action list have been completed by Kymar Gutters.
- 5.5 Clubhouse Blind Cleaning: As previously agreed and approved by Council, the blinds in the clubhouse are to be professionally cleaned. President Hensman to arrange.

6. COMMITTEE REPORTS

- 6.1 Landscaping and Gardening: This past month, James and his crew have cleared the wind debris and completed topping and siding of cedar hedges. Pruning of deciduous trees has begun and

is ongoing. Cutting back of smaller shrubs will begin soon as it looks like we may have an early spring.

6.2 Maintenance: Nothing to report. (All issues are covered elsewhere in these minutes and correspondence.)

6.3 Communications/Website:

Website changes: There were no requests for structural changes received in Dec/January.

Content modifications: Monthly Council minutes updated.

Communications: Spring newsletter to be completed/reviewed/distributed by end of January.

Website traffic statistics: As below.

Web Page Visited	Period ending / Reporting Days								
	24-Sep-18	24-Oct-18	30	21-Nov-18	28	14-Dec-18	23	23-Jan-19	40
Clubhouse Bookings	59	43		33		16		22	
Community	83	63		68		38		61	
Documents	120	92		64		61		48	
Emergencies	20	17		20		10		16	
FAQ	40	27		35		20		30	
Home	1482	1321		1215		1211		1765	
Login	422	475		282		201		244	
Notices and Bulletins	6	90		82		44		46	
Parking Passes	35	22		21		12		17	
Visitors	33	45		28		23		37	

6.4 Capital Planning: Treasurer Buttolph presented the proposed Capital Plan to Council for review and discussion.

It was MOVED (Douglas), SECONDED (Palmer) and CARRIED that Elgin Pointe Council approves the Capital Plan as presented.

For owners' review prior to the AGM, the proposed Capital Plan will be posted to the Elgin Pointe Community website in early February.

7. CORRESPONDENCE

7.1 – 7.31 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 AGM Special Resolutions: It was agreed that the upcoming AGM will include special resolutions for:

- Bylaw Amendments: refer to item 4.4 above.
- Capital Plan: refer to item 6.4 above.
- Air Conditioning units: further information is being obtained by council in preparation for the AGM.

REMINDER: The Annual General Meeting for BCS1501 is scheduled for MONDAY, MARCH 25, 2019. Registration will begin at 7:00pm, the meeting will begin at 7:30pm. Further details will be emailed to owners directly.

8.2 Insurance: Renewal terms have been provided by broker (Hub Insurance) but alternative coverage options are being explored.

It was MOVED (Buttolph), SECONDED (Douglas) and CARRIED that Elgin Pointe Council approves payment of the full annual insurance premium from the Contingency Reserve Fund (CRF) and repaying the CRF in 12 equal monthly installments from the Operating Budget.

As the loan will be repaid to the CRF within the fiscal year, no approval from owners is required.

9. MEETING ADJOURNED

The meeting adjourned at 4:55pm.

The next meeting is scheduled for MONDAY, FEBRUARY 25, 2019 at 3:00pm in the clubhouse.

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Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report as at Dec/31/18 including:
 - CRF Reconciliation (to Dec/31/18) and Forecast to YE (Jan/31/19)
 - SPL Reconciliation (to Dec/31/18) and Forecast to YE (Jan/41/19)
 - Income & Expense Reconciliation (to Dec/31/18) and Forecast to YE (Jan/31/19)
 - Petty Cash Balance Sheet as of Jan/22/19all as per item 4 of these minutes.
2. List of Correspondence Issues as at Jan/28/19 as per item 7 of these minutes.

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: JANUARY 28, 2019

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	04/30	E	Front entrance wall – damp.	Due to time elapsed, this item is deemed RESOLVED. Should dampness reappear, the item will be re-opened.
7.2	05/28	E	Prune maple trees in back yard.	RESOLVED. Work is scheduled for Feb/11/19.
7.3	06/04	E	Overgrown trees in back yard.	COMPLETED.
7.4	06/19	E	Diseased tree in front.	RESOLVED. Work is scheduled for Feb/11/19.
7.5	06/21	E	Uneven stepping stone.	DEFERRED to spring. Gravel required.
7.6	08/06	E	Air conditioner – smaller unit proposed, info rec'd from contractor.	The issue of AC units is part of the agenda for the upcoming AGM.
7.7	09/16	E	Roof gable fascia leak.	COMPLETED.
7.8	10/01	E	Although gutters were fixed, one on the north east corner is still leaking.	COMPLETED
7.9	10/02	E	1. Fascia board gap reported in June not yet repaired. 2. The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.	1. COMPLETED 2. Ongoing
7.10	10/03	E	Large bush in back yard may be broken and need to be replaced. Possibly damaged in last winter's heavy snow. If to be replaced, now is the time to do it.	COMPLETED
7.11	10/29	E	Request to install AC unit	The issue of AC units is part of the agenda for the upcoming AGM.
7.12	11/12	E	Inquiry about an AC unit.	The issue of AC units is part of the agenda for the upcoming AGM.
7.13	11/17	E	Dripping Eavestrough	RESOLVED.
7.14	11/21	E	Dishwasher hose leak	RESOLVED.
7.15	11/28	E	Dripping gutter at the back.	RESOLVED

7.16	11/30	P	Gutter issue	RESOLVED
7.17	12/2	E	Backyard gate not closing	RESOLVED – to be completed Jan/29 by Rob Carmichael.
7.18	12/2	E	Broken roof tile	RESOLVED – to be completed Jan/29 by Rob Carmichael
7.19	12/17	E	Water coming up through cracks on garage floor	RESOLVED.
7.20	12/18	E	Offer from council to record snow/brine visits	RESOLVED. Offer was declined by owner.
7.21	12/18	E	Wanting to own/purchase more than two gate remotes.	RESOLVED. Contrary to rules.
7.22	12/19	E	Questioning the number of parking stalls unit is entitled to	RESOLVED. Contrary to rules.
7.23	12/19	E	Move in and Telus query	RESOLVED
7.24	12/20	E	Complaint about storage bin and query re: who has key for emergency gate?	RESOLVED
7.25	12/29	E	Leaking gutter over garage	RESOLVED
7.26	01/10	E	Weather stripping installation	RESOLVED
7.27	01/11	E	Query about earthquake deductible riders	RESOLVED
7.28	01/14	E	Rot in fascia and root problem in reserved stall	Ongoing.
7.29	01/15	E	Reminder to cash Special Levy Cheque	RESOLVED. Owner confirmed this will be done by Jan/31
7.30	01/15	E	Reminder to cash Special Levy Cheque	RESOLVED. Owner confirmed this will be done on Jan/30
7.31	01/19	E	Windstorm debris in back yard	RESOLVED

Elgin Pointe Strata Corporation – BCS1501.

Treasurers Report as of December 31st, 2018.

For Council Meeting of January 28th, 2019.

- 1) Financial position remains on track relative to budget.
 - a. Part of the loan from the CRF was repaid in December (\$7,420.62)
 - b. The remainder will be repaid in January (\$15,000)
- 2) CRF fund stands at \$237,561.22. Fiscal year end projection is \$260,996.57
- 3) SPL fund stands at \$630.14. (These funds represent three un-deposited Owner Refund cheques). Account Balance, net of undeposited cheques is \$26.80 (interest payment).
- 4) AR total outstanding = \$0.00.
- 5) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$6,102.07
- 6) Petty Cash balance on hand = \$62.35
- 7) Attachments:
 - 1) CRF Reconciliation
 - 2) SPL Reconciliation
 - 3) Profit & Loss Reconciliation
 - 4) Petty Cash Reconciliation

Gordon Buttolph

Treasurer BCS1501

BCS1501 CRF - FISCAL 2018.11

BCS1501 CRF Reconciliation (to December 31st 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments (to Term Deposit)	CRF Term Deposit Balance	CRF Term Deposit Interest Paid
1	January 31 2018	\$177,435.47	\$0.00	\$177,435.47											
	February 28 2018	\$182,234.30	\$0.00	\$182,234.30	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00	\$0.00	\$0.00
2	March 31 2018	\$167,651.66	\$0.00	\$167,651.66	\$167,651.66	\$4,583.33	-\$19,385.63	\$0.00	\$0.00	\$0.00	\$219.19	\$0.00	\$0.00	\$0.00	\$0.00
3	April 30 2018	\$172,458.26	\$0.00	\$172,458.26	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00	\$0.00	\$0.00
4	May 31 2018	\$191,792.32	\$0.00	\$191,792.32	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00	\$0.00	\$0.00
5	June 30 2018	\$200,261.75	\$0.00	\$200,261.75	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00	\$0.00	\$0.00
6	July 31 2018	\$208,734.57	\$0.00	\$208,734.57	\$208,734.57	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$257.47	\$0.00	\$0.00	\$0.00	\$0.00
7	August 31 2018	\$127,255.70	\$100,000.00	\$227,255.70	\$227,255.70	\$8,215.35	\$0.00	\$10,000.00	\$0.00	\$0.00	\$305.78	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
8	September 30 2018	\$135,717.83	\$100,000.00	\$235,717.83	\$235,717.83	\$8,215.35	\$0.00	\$0.00	\$0.00	\$0.00	\$246.78	\$0.00	\$0.00	\$0.00	\$0.00
9	October 31 2018	\$121,713.64	\$100,000.00	\$221,713.64	\$221,713.64	\$8,215.35	\$0.00	\$0.00	-\$22,420.62	\$0.00	\$201.08	\$0.00	\$0.00	\$0.00	\$0.00
10	November 30 2018	\$121,712.81	\$100,000.00	\$221,712.81	\$221,712.81	\$8,215.35	-\$8,439.38	\$0.00	\$0.00	\$0.00	\$223.20	\$0.00	\$0.00	\$0.00	\$0.00
11	December 31 2018	\$137,561.22	\$100,000.00	\$237,561.22	\$237,561.22	\$8,215.35	\$0.00	\$0.00	\$0.00	\$7,420.62	\$212.44	\$0.00	\$0.00	\$0.00	\$0.00
FORECAST															
12	January 31 2019				\$260,996.57	\$8,215.35	\$0.00	\$0.00	\$0.00	\$15,000.00	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals					\$260,996.57	\$98,584.20	-\$27,825.01	\$10,000.00	-\$22,420.62	\$22,420.62	\$2,801.91	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
Average/Unit					\$3,434.17										

2018 Budget	\$385,503.40
Operating Costs	\$286,919.20
CRF Contribution	\$98,584.20

BCS1501 SPL - FISCAL 2018.11

BCS1501 SPL Reconciliation (to December 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (Repaid)
	January 31 2018	\$0.00	\$0.00				
1	February 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	March 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	April 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
5	June 30 2018	\$127,223.12	\$127,223.12	\$12,834.44	\$58.77	-\$3,597.83	\$0.00
6	July 31 2018	\$134,845.06	\$134,845.06	\$7,462.19	\$159.75	\$0.00	\$0.00
7	August 31 2018	\$135,090.13	\$135,090.13	\$55.70	\$189.37	\$0.00	\$0.00
8	September 30 2018	\$137,019.45	\$137,019.45	\$1,719.94	\$209.38	\$0.00	\$0.00
9	October 31 2018	\$137,019.45	\$17,186.88	\$0.00	\$203.43	-\$120,036.00	\$0.00
10	November 30 2018	\$0.00	\$5,289.51	\$0.00	\$114.06	\$0.00	-\$12,011.43
11	December 31 2018	\$26.80	\$630.14	\$0.00	\$26.80	\$0.00	-\$4,686.17
	FORECAST						
12	January 31 2019	\$0.00	0.00	\$0.00	\$0.00	-\$26.80	-\$603.34
	TOTALS		\$0.00	\$140,000.01	\$961.56	-\$123,660.63	-\$17,300.94
	Avg. Per Unit			\$1,842.11			-\$227.64

2018 Budget Special Assessment	\$140,000.00
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BCS1501 OPERATING BUDGET - FISCAL 2018.11

BCS1501 Income & Expense Reconciliation (to December 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2018	\$0.00	\$0.00					
1	February 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$42.50	\$27,735.33	-\$20,974.83	\$6,760.50
2	March 31 2018	\$10,937.56	\$10,937.56	\$27,692.83	\$29.72	\$27,722.55	-\$23,545.49	\$4,177.06
3	Apr 30 2018	\$30,335.66	\$30,335.66	\$40,989.97	\$85.56	\$41,075.53	-\$21,677.43	\$19,398.10
4	May 31 2018	\$17,036.79	\$17,036.79	\$32,125.11	\$123.86	\$32,248.97	-\$45,547.84	-\$13,298.87
5	June 30 2018	\$22,486.41	\$22,486.41	\$32,125.13	\$88.53	\$32,213.66	-\$26,764.04	\$5,449.62
6	July 31 2018	\$17,488.21	\$17,488.23	\$32,125.11	\$86.52	\$32,211.63	-\$37,209.81	-\$4,998.18
7	August 31 2018	\$13,859.17	\$13,859.19	\$32,125.11	\$43.84	\$32,168.95	-\$35,797.99	-\$3,629.04
8	September 30 2018	\$14,239.18	\$14,239.20	\$32,125.11	\$192.17	\$32,317.28	-\$31,937.27	\$380.01
9	October 31 2018	\$5,466.59	\$5,466.61	\$32,125.11	\$271.15	\$32,396.26	-\$41,168.85	-\$8,772.59
10	November 30 2018	\$1,298.71	\$1,298.73	\$32,125.11	\$26.92	\$32,152.03	-\$36,319.91	-\$4,167.88
11	December 31 2018	\$6,102.07	\$6,102.09	\$32,125.11	\$40.68	\$32,165.79	-\$27,362.43	\$4,803.36
	FORECAST							
12	January 31 2019		\$6,102.09	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
	Totals		\$6,102.09	\$385,501.66	\$1,081.45	\$386,583.11	-\$376,305.89	\$10,277.22
	Monthly Avg/Unit			\$422.70		\$423.88		
	Annual Avg/Unit			\$5,072.39		\$5,086.62		

Fiscal 2018: Operating Budget: \$386,553.40

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of January 22nd, 2019.12
 Provided for Council Meeting of January 28th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
O/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	301.65	Opening Balance			
PAID	02/01/2018	\$301.65	-\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	-\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	-\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	-\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	-\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	-\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	-\$47.18	-\$0.02	-\$47.20	\$0.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$0.35	-\$78.44	-\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	-\$78.10	\$217.85	\$0.00	\$0.00	\$139.75	Petty Cash		Petty Cash Advance	
PAID	06/20/2016	\$139.75	-\$71.66	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6601
PAID	06/28/2018	\$68.10	-\$110.88	-\$0.02	-\$110.90	-\$42.80	Gordon Buttolph	45	Programable Thermostat for CH basement	6307
PAID	04/30/2018	-\$42.80	-\$8.41	\$0.01	-\$8.40	-\$51.20	Dave Mori	36	Flags to Indicate fresh concrete curbs	6307
PAID	07/12/2018	-\$51.20	-\$44.80	\$0.00	-\$44.80	-\$96.00	Becky Kronstad	8	10 Bags garden soil to fill root ball holes	6305
PAID	07/04/2018	-\$96.00	-\$51.42	\$0.02	-\$44.80	-\$140.80	Steve Thackray	57	Motion sensor replacement	6307
PAID	07/18/2018	-\$140.80	-\$221.72	\$0.02	-\$221.70	-\$362.50	Gordon Buttolph	45	Deck box for Club House Patio (Storage)	6601
PAID	07/19/2018	-\$362.50	-\$9.14	-\$0.01	-\$9.15	-\$371.65	Gordon Buttolph	45	Hardware to secure deck box	6601
PAID	07/19/2018	-\$371.65	-\$154.94	-\$0.01	-\$154.95	-\$526.60	Peter Alpen	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$526.60	-\$26.67	\$0.02	-\$26.65	-\$553.25	Gordon Buttolph	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$553.25	-\$37.15	\$0.00	-\$37.15	-\$590.40	Peter Alpen	47	Repair materials for Club house window well	6307
RECEIVED	07/31/2018	-\$590.40	\$898.65	\$0.00	\$898.65	\$308.25	Petty Cash		Petty Cash Advance	
PAID	07/25/2018	\$308.25	-\$24.76	\$0.01	-\$24.75	\$283.50	Gordon Buttolph	45	Hose Hangers for Electrical Room	6307
PAID	07/27/2018	\$283.50	-\$195.89	-\$0.01	-\$195.90	\$87.60	Gordon Buttolph	45	10 new chairs for Club House	6601
PAID	30/06/2018	\$87.60	-\$14.15	\$0.00	-\$14.15	\$73.45	Gordon Buttolph	45	Water shut-off cover repairs: unit #40	6307
PAID	04/08/2018	\$73.45	-\$33.59	-\$0.01	-\$33.60	\$39.85	Gordon Buttolph	45	Heavy Duty limb trimmer for Strata use	6601
PAID	06/08/2018	\$39.85	-\$134.01	\$0.01	-\$134.00	-\$94.15	Gordon Buttolph	45	Wheelbarrow/Cart for Strata use	6601
PAID	11/08/2018	-\$94.15	-\$74.49	-\$0.01	-\$74.50	-\$168.65	Becky Kronstad	8	Replace broken pruning shears	6601
PAID	14/08/2108	-\$168.65	-\$7.80	\$0.00	-\$7.80	-\$176.45	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	15/08/2018	-\$176.45	-\$144.28	-\$0.02	-\$144.30	-\$320.75	Gordon Buttolph	45	Repair materials for Unit 20 window-well	6307
PAID	16/08/2018	-\$320.75	-\$2.60	\$0.00	-\$2.60	-\$323.35	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	17/08/2018	-\$323.35	-\$150.00	\$0.00	-\$150.00	-\$473.35	Linda Hensman	31	CHOA seminar fees for 4 Council members	6601
PAID	18/08/2018	-\$473.35	-\$166.27	\$0.02	-\$166.25	-\$639.60	Gordon Buttolph	45	Repair materials for Unit 19 window-well	6307
RECEIVED	13/09/2018	-\$639.60	\$947.84	-\$0.01	\$947.85	\$308.25	Petty Cash		Petty Cash Advance	
Paid	17/08/2018	\$308.25	-\$63.05	\$0.00	-\$63.05	\$245.20	Peter Alpen	47	Thank you gift for Painting Crew	6601
Paid	05/09/2018	\$245.20	-\$31.07	\$0.02	-\$31.05	\$214.15	Gordon Buttolph	45	Safety reflectors and roof cleaning pole	6307
Paid	30/08/2018	\$214.15	-\$30.21	\$0.01	-\$30.20	\$183.95	Gordon Buttolph	45	Wooden stakes to rebuild Unit # signs	6307
Paid	01/09/2018	\$183.95	-\$5.00	\$0.00	-\$5.00	\$178.95	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	31/08/2018	\$178.95	-\$15.08	-\$0.02	-\$15.10	\$163.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	30/08/2018	\$163.85	-\$10.00	\$0.00	-\$10.00	\$153.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of January 22nd, 2019.12
 Provided for Council Meeting of January 28th, 2019

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
Paid	17/08/2018	\$153.85	-\$16.22	\$0.02	-\$16.20	\$137.65	Becky Kronstad	8	Garden waste disposal bags (Garden Committee)	6305
Paid	19/10/2018	\$137.65	-\$4.47	-\$0.02	-\$4.45	\$133.20	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	25/09/2018	\$133.20	-\$15.63	-\$0.02	-\$15.65	\$117.55	Linda Hensman	31	Keys and File Folders	6601
Paid	18/11/2018	\$117.55	-\$21.72	\$0.02	-\$21.70	\$95.85	Becky Kronstad	8	Club House supplies	6601
Paid	20/11/2018	\$95.85	-\$10.00	\$0.00	-\$10.00	\$85.85	Rick Post	41	Screen repair for Unit 11	6307
Paid	10/01/2019	\$85.85	-\$23.51	\$0.01	-\$23.50	\$62.35	Becky Kronstad	8	Paper Towels for Club House	6601

BCS1501 - FISCAL 2018.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: January 21st, 2019.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
December 17, 2018

Minutes of the BCS1501 Elgin Pointe strata council meeting held December 17, 2018
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Peter Alpen, Councillor at Large
 Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

Owner-Observers: None

REGRETS: Sylvia Palmer, Secretary
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was MOVED (Jantzi), SECONDED (Douglas) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of November 26, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 The **Treasurer's** Report (Fiscal 2018.10) is attached, including:

- CRF Reconciliation to Nov/30/2018 and Forecast to Year End (Jan/31/2019)
- SPL Reconciliation to Nov/30/2018 and Forecast to Year End (Jan/31/2019)
- Income & Expense Reconciliation to Nov/30/2018 and Forecast to Year End (Jan/31/2019)
- Petty Cash Balance Sheet as of Dec/17/2018

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves the financial statements as above.

4.2 Proposed 2019 Budget: Ongoing.

5. BUSINESS ARISING

- 5.1 Exterior Painting: Completed. All refund cheques were claimed by or hand delivered/mailed to owners. As of December 10, there were nine refund cheques not yet cashed. The next bank statement will be issued in January and it is hoped all cheques will have cleared by then.

➔ *Owners are reminded that the special levy account must remain open and bank fees will continue to be charged until all cheques have cleared. Please deposit your cheque as soon as possible.*

- 5.2 Snow Removal: An owner has volunteered to monitor the salting/snow removal contractor.

It was MOVED (Buttolph), SECONDED (Jantzi) and CARRIED that Elgin Pointe council approves accepting the offer subject to weekly reports to the Property Manager and to all other terms of the Role and Responsibility Document to be posted on the Elgin Pointe website. It is noted that Council/Property Manger will be the only contacts with the contractor.

- 5.3 Smoke Alarm Replacement: Owners are reminded that *it is the responsibility of owners* (not strata) to replace smoke alarms within their units as required. These alarms have expiry dates and those installed during initial construction of the complex will be near or past their expiry dates. It was also suggested that owners consider installing carbon monoxide monitors (there are combination CO/smoke alarm units available). Due to the importance of this life safety maintenance item, a separate notice will be sent to owners and will include names of contractors qualified to do the installations.

- 5.4 Christmas Social (Dec. 5): The Christmas Social on December 5th was attended by about 27 people. As always, there was a wide assortment of delicious food and everyone seemed to have a great time. Thanks again to Lorraine Peck and the Social Committee for all the planning and decorating. It was a fun start to the holiday season!

- 5.5 Proposed Bylaw Changes: This project is ongoing. Proposed changes will be presented at the Annual General Meeting scheduled for March 25, 2019.

One owner has submitted a specific request to amend the bylaw relating to the date that outside Christmas Lights may be installed. Currently lights may not be installed prior to December 1st and must be removed not later than January 31st.

It was MOVED (Alpen) and SECONDED (Buttolph) to allow outside Christmas lights to be installed November 15th to January 31st but the motion was DEFEATED.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

- 6.1 Landscaping and Gardening:

6.1.1 Vista has completed the contracted work, removing the overgrowth from the Semiahmoo Trail (behind the clubhouse).

6.1.2 President Hensman and Councillor Jantzi met with five landscape contractors. Two declined to quote. The three quotes submitted are outlined below. All quotes are for a three-year term, 2019-2022.

Company	Allen Brothers Landscaping	Vista Landscape Services	Piper Landscaping Ltd
Annual Cost (ex GST) for 3 yrs	\$57,600	\$57,900	\$41,628
Monthly Cost (ex GST)	\$4,800	\$4,825	\$3,469
Lawn Weed Control (ex GST)	To be reviewed in Spring – not included	\$3,750	Included
Aeration		Feb/Mar - Included	Annual - Included
Lawn Fertilization	May/July/September	Mar/May/Jul/Oct/Nov	Spring/Summer/Fall
Dolopril/Dolomite	February	February/March	Annual
Moss Control	March/April	April	Spring

It was MOVED (Jantzi), SECONDED (Hensman) and CARRIED that Elgin Pointe Council approves signing the contract with Vista Landscape Services (incumbent).

6.2 Maintenance: Various gutter repairs.

6.3 Webmaster: Other than updating the November minutes to the website, there was nothing to report. The monthly web traffic stats are as follows:

Web Page Visited	Month ending			
	24-Sep-18	24-Oct-18	21-Nov-18	14-Dec-18
Clubhouse Bookings	59	43	33	16
Community	83	63	68	38
Documents	120	92	64	61
Emergencies	20	17	20	10
FAQ	40	27	35	20
Home	1482	1321	1215	1211
Login	422	475	282	201
Notices and Bulletins	6	90	82	44
Parking Passes	35	22	21	12
Visitors	33	45	28	23

6.4 Capital Planning: Planning is ongoing. A summary will be included as part of the financial presentation at the Annual General Meeting planned for March 25, 2019.

7. CORRESPONDENCE

7.1 – 7.33 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 Clubhouse Booking Form: The form has been updated to now include conditions of use on the reverse side. Changes were reviewed and approved by council. The form will be posted to the website.

8.2 Bylaw Enforcement: The procedure for dealing with a bylaw infraction is as outlined below:

- The complainant documents the infraction in writing or via email and submits it to the Strata Agent.
- The Strata Agent advises the Council President and following consultation writes a letter to the resident informing them of the details of the complaint and advising them to respond or request a hearing with Council. No response implies the resident has acknowledged and accepted responsibility for the bylaw infraction.
- The complaint and any response will be forwarded to Council for review at a meeting, at which time Council will decide on a course of action which may include fining the offender. Council will advise the Strata Agent of the decision and the offender will be advised in writing of Council's decision.

8.3 Gutter Repair Quote: 16 new gutter issues have been identified following recent heavy rains. Kymar Gutters has quoted \$1,025.00 + GST for these repairs.

It was MOVED (Buttolph), SECONDED (Douglas) and CARRIED that Elgin Pointe council approves this quote subject to Treasurer and Property Manager confirming there will be adequate funds available in the operating account to cover the cost otherwise work may be postponed to February.

9. MEETING ADJOURNED

The meeting adjourned at 4:50 pm.

The next meeting is scheduled for January 28, 2018 at 3:00 pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Report Fiscal 2018.10 (refer item 4 of minutes)
2. List of Correspondence Issues as at December 17, 2018 (refer item 7 of minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: **DECEMBER 17, 2018**

Correspondence type: L = letter E = email P = phone call

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	02/22	E	Floor separation and garage drywall shrinkage.	RESOLVED
7.2	04/30	E	Front entrance wall – damp.	Ongoing.
7.3	05/28	E	Prune maple trees in back yard.	Ongoing. Work is scheduled for Feb/11/19 unless an earlier date comes available.
7.4	06/04	E	Overgrown trees in back yard.	Ongoing – to be trimmed (Vista).
7.5	06/19	E	Diseased tree in front.	Ongoing – tree is dead and to be removed. Permit received. Work is scheduled for Feb/11/19 unless an earlier date comes available.
7.6	06/21	E	Uneven stepping stone.	DEFERRED to spring. Gravel required.
7.7	08/06	E	Air conditioner – smaller unit proposed, info rec'd from contractor.	Ongoing. Direction required from AC contractor for installation sites for each floor plan.
7.8	09/16	E	Roof gable fascia leak.	Ongoing. Referred to gutter contractor (Kymar). Refer item 8.3 of minutes.
7.9	09/17	E	Missing window grill bar and missing soffit.	COMPLETED.
7.10	10/01	E	Although gutters were fixed, one on the north east corner is still leaking.	DEFERRED to spring. The silicone sealant used to repair this type of leak can only be applied in warm, dry weather.
7.11	10/02	E	<ol style="list-style-type: none"> 1. Fascia board gap reported in June not yet repaired. 2. Some outstanding issues regarding painting project need to be addressed. 3. Paint stain on garage door needs to be removed. 4. The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off. 	<ol style="list-style-type: none"> 1. Ongoing. 2. RESOLVED 3. RESOLVED. 4. Ongoing.
7.12	10/03	E	Permission requested to extend and repair backyard patio.	RESOLVED. New AOL not required.

7.13	10/03	E	Large bush in back yard may be broken and need to be replaced. Possibly damaged in last winter's heavy snow. If to be replaced, now is the time to do it.	DEFERRED to spring. Bush is dead and must be removed – will be removed in Spring 2019.
7.14	10/29	E	Request to install AC unit	Ongoing. Refer also item 7.7 above.
7.15	11/12	E	1. Do driveways stalls count for gate remotes? 2. Inquiry about an AC unit.	1. RESOLVED – request denied per bylaws. 2. Ongoing – refer also item 7.7 above.
7.16	11/17	E	Dripping Eavestrough	Ongoing.
7.17	11/21	E	1. Missing soffit between 14 and 15. 2. Front door handle broken and replacement required.	1. RESOLVED 2. RESOLVED
7.18	11/21	E	Dishwasher hose leak	Ongoing.
7.19	11/21	E	Response to query about garbage from a Club House rental being placed in another owner's bin.	RESOLVED
7.20	11/21	E	Special Levy Cheque - Away	RESOLVED
7.21	11/28	E	Dripping gutter at the back.	Ongoing.
7.22	11/28	E	Cut lock on BC Hydro meter	RESOLVED
7.23	11/28	E	Gutter Cleaning – are we doing any?	RESOLVED (In 2019 budget)
7.24	11/30	E	Cut lock on BC Hydro meter	RESOLVED
7.25	11/30	P	Gutter issue	Ongoing
7.26	12/1	E	Christmas Decorations – proposing changing the Bylaw to Nov 15 – Jan 15	RESOLVED No change – refer item 5.5 of minutes
7.27	12/2	E	Backyard Gate not closing	Ongoing – to be referred to Rob Carmichael
7.28	12/2	E	Broken roof tile	Ongoing – referred to Rob Carmichael
7.29	12/5	E	Canada Post lock upgrading - enterphone	RESOLVED
7.30	12/10	E	Special Levy refund cheque – reissue in daughter's name as her deceased father's bank account has been closed	RESOLVED
7.31	12/10	E	Overseer for the salting/brining invoices	RESOLVED Refer item 5.2 of minutes
7.32	12/10	E	Recycling not picked up	RESOLVED
7.33	12/17	E	Water coming up through cracks on garage floor	Ongoing – to be monitored. No immediate action required.

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Elgin Pointe Strata Corporation – BCS1501.

Treasurers Report as of November 30th, 2018.

For Council Meeting of December 17th, 2018.

- 1) Financial position remains on track relative to budget.
 - a. The cash-flow through the Operating Account remained a challenge through November and continues to be monitored carefully. As mentioned in the prior month report we had an unusually large number of invoices come due as Council continued to catch up on outstanding work items.
- 2) CRF fund stands at \$221,712.81. Fiscal year end projection is \$261,004.13
- 3) SPL fund stands at \$5,289.51. (These funds represent un-deposited Owner Refund cheques).
Account Balance, net of undeposited cheques is \$0.00.
- 4) AR total outstanding = \$0.00.
- 5) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$1,298.73.
- 6) Petty Cash balance on hand = \$85.85
- 7) Attachments:
 - 1) CRF Reconciliation
 - 2) SPL Reconciliation
 - 3) Profit & Loss Reconciliation
 - 4) Petty Cash Reconciliation

Gordon Buttolph

Treasurer BCS1501

BCS1501 CRF - FISCAL 2018.10

BCS1501 CRF Reconciliation (to November 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing Balance (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments out (to Tem Deposit)	CRF Term Deposit	CRF TD Interest
ACTUAL												
January 31 2018	\$177,435.47	\$0.00	\$177,435.47									
February 28 2018	\$182,234.30	\$0.00	\$182,234.30	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00	\$0.00	\$0.00
March 31 2018	\$167,651.66	\$0.00	\$167,651.66	\$167,651.66	\$4,583.33	-\$19,385.63	\$0.00	\$219.19	\$0.00	\$0.00	\$0.00	\$0.00
April 30 2018	\$172,458.26	\$0.00	\$172,458.26	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$191,792.32	\$0.00	\$191,792.32	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00	\$0.00	\$0.00
June 30 2018	\$200,261.75	\$0.00	\$200,261.75	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00	\$0.00	\$0.00
July 31 2018	\$208,734.57	\$0.00	\$208,734.57	\$208,734.57	\$8,215.35	\$0.00	\$0.00	\$257.47	\$0.00	\$0.00	\$0.00	\$0.00
August 31 2018	\$127,255.70	\$100,000.00	\$227,255.70	\$227,255.70	\$8,215.35	\$0.00	\$10,000.00	\$305.78	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
September 30 2018	\$135,717.83	\$100,000.00	\$235,717.83	\$235,717.83	\$8,215.35	\$0.00	\$0.00	\$246.78	\$0.00	\$0.00	\$0.00	\$0.00
October 31 2018	\$121,713.64	\$100,000.00	\$221,713.64	\$221,713.64	\$8,215.35	-\$22,420.62	\$0.00	\$201.08	\$0.00	\$0.00	\$0.00	\$0.00
November 30 2018	\$121,712.81	\$100,000.00	\$221,712.81	\$221,712.81	\$8,215.35	-\$8,439.38	\$0.00	\$223.20	\$0.00	\$0.00	\$0.00	\$0.00
FORECAST												
December 31 2018				\$230,148.16	\$8,215.35	\$0.00	\$0.00	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00
January 31 2019				\$261,004.13	\$8,215.35	\$0.00	\$22,420.62	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals				\$261,004.13	\$98,584.20	-\$50,245.63	\$32,420.62	\$2,809.47	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
Average/Unit				\$3,434.26								

2018 Budget	\$385,504.00
Operating Costs	\$286,919.20
CRF Contribution	\$98,584.80

BCS1501 SPL - FISCAL 2018.10

BCS1501 SPL Reconciliation (to November 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (Repaid)
January 31 2018	\$0.00	\$0.00				
February 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
June 30 2018	\$127,223.12	\$127,223.12	\$12,834.44	\$58.77	-\$3,597.83	\$0.00
July 31 2018	\$134,845.06	\$134,845.06	\$7,462.19	\$159.75	\$0.00	\$0.00
August 31 2018	\$135,090.13	\$135,090.13	\$55.70	\$189.37	\$0.00	\$0.00
September 30 2018	\$137,019.45	\$137,019.45	\$1,719.94	\$209.38	\$0.00	\$0.00
October 31 2018	\$137,019.45	\$17,186.88	\$0.00	\$203.43	-\$120,036.00	\$0.00
November 30 2018	\$0.00	\$5,289.51	\$0.00	\$114.06	\$0.00	-\$12,011.43
FORECAST						
December 31 2018	\$0.00	0.00	\$0.00	\$0.00	\$0.00	-\$5,289.51
January 31 2019	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$0.00	\$140,000.01	\$934.76	-\$123,633.83	-\$17,300.94
Avg. Per Unit			\$1,842.11			-\$227.64
	2018 Budget Special Assessment	\$140,000.00				

BCS1501 OPERATING BUDGET - FISCAL 2018.10

BCS1501 Income & Expense Reconciliation (to November 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
January 31 2018	\$0.00	\$0.00					
February 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$42.50	\$27,735.33	-\$20,974.83	\$6,760.50
March 31 2018	\$10,937.56	\$10,937.56	\$27,692.83	\$29.72	\$27,722.55	-\$23,545.49	\$4,177.06
Apr 30 2018	\$30,335.66	\$30,335.66	\$40,989.97	\$85.56	\$41,075.53	-\$21,677.43	\$19,398.10
May 31 2018	\$17,036.79	\$17,036.79	\$32,125.11	\$123.86	\$32,248.97	-\$45,547.84	-\$13,298.87
June 30 2018	\$22,486.41	\$22,486.41	\$32,125.13	\$88.53	\$32,213.66	-\$26,764.04	\$5,449.62
July 31 2018	\$17,488.21	\$17,488.23	\$32,125.11	\$86.52	\$32,211.63	-\$37,209.81	-\$4,998.18
August 31 2018	\$13,859.17	\$13,859.19	\$32,125.11	\$43.84	\$32,168.95	-\$35,797.99	-\$3,629.04
September 30 2018	\$14,239.18	\$14,239.20	\$32,125.11	\$192.17	\$32,317.28	-\$31,937.27	\$380.01
October 31 2018	\$5,466.59	\$5,466.61	\$32,125.11	\$271.15	\$32,396.26	-\$41,168.85	-\$8,772.59
November 30 2018	\$1,298.71	\$1,298.73	\$32,125.11	\$26.92	\$32,152.03	-\$36,319.91	-\$4,167.88
FORECAST							
December 31 2018		\$5,473.86	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
January 31 2019		\$9,648.99	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
Totals		\$9,648.99	\$385,501.68	\$1,090.77	\$386,592.45	-\$376,943.46	\$9,648.99
Monthly Avg/Unit			\$422.70		\$423.90		
Annual Avg/Unit			\$5,072.39		\$5,086.74		

Fiscal 2018: Operating Budget: \$386,553.40

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of December 17th, 2018.11
 Provided for Council Meeting of December 17th, 2018

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
O/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	301.65	Opening Balance			
PAID	02/01/2018	\$301.65	-\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	-\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	-\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	-\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	-\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	-\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	-\$47.18	-\$0.02	-\$47.20	\$0.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$0.35	-\$78.44	-\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	-\$78.10	\$217.85	\$0.00	\$0.00	\$139.75	Petty Cash		Petty Cash Advance	
PAID	06/20/2016	\$139.75	-\$71.66	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6601
PAID	06/28/2018	\$68.10	-\$110.88	-\$0.02	-\$110.90	-\$42.80	Gordon Buttolph	45	Programable Thermostat for CH basement	6307
PAID	04/30/2018	-\$42.80	-\$8.41	\$0.01	-\$8.40	-\$51.20	Dave Mori	36	Flags to Indicate fresh concrete curbs	6307
PAID	07/12/2018	-\$51.20	-\$44.80	\$0.00	-\$44.80	-\$96.00	Becky Kronstad	8	10 Bags garden soil to fill root ball holes	6305
PAID	07/04/2018	-\$96.00	-\$51.42	\$0.02	-\$44.80	-\$140.80	Steve Thackray	57	Motion sensor replacement	6307
PAID	07/18/2018	-\$140.80	-\$221.72	\$0.02	-\$221.70	-\$362.50	Gordon Buttolph	45	Deck box for Club House Patio (Storage)	6601
PAID	07/19/2018	-\$362.50	-\$9.14	-\$0.01	-\$9.15	-\$371.65	Gordon Buttolph	45	Hardware to secure deck box	6601
PAID	07/19/2018	-\$371.65	-\$154.94	-\$0.01	-\$154.95	-\$526.60	Peter Alpen	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$526.60	-\$26.67	\$0.02	-\$26.65	-\$553.25	Gordon Buttolph	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$553.25	-\$37.15	\$0.00	-\$37.15	-\$590.40	Peter Alpen	47	Repair materials for Club house window well	6307
RECEIVED	07/31/2018	-\$590.40	\$898.65	\$0.00	\$898.65	\$308.25	Petty Cash		Petty Cash Advance	
PAID	07/25/2018	\$308.25	-\$24.76	\$0.01	-\$24.75	\$283.50	Gordon Buttolph	45	Hose Hangers for Electrical Room	6307
PAID	07/27/2018	\$283.50	-\$195.89	-\$0.01	-\$195.90	\$87.60	Gordon Buttolph	45	10 new chairs for Club House	6601
PAID	30/06/2018	\$87.60	-\$14.15	\$0.00	-\$14.15	\$73.45	Gordon Buttolph	45	Water shut-off cover repairs: unit #40	6307
PAID	04/08/2018	\$73.45	-\$33.59	-\$0.01	-\$33.60	\$39.85	Gordon Buttolph	45	Heavy Duty limb trimmer for Strata use	6601
PAID	06/08/2018	\$39.85	-\$134.01	\$0.01	-\$134.00	-\$94.15	Gordon Buttolph	45	Wheelbarrow/Cart for Strata use	6601
PAID	11/08/2018	-\$94.15	-\$74.49	-\$0.01	-\$74.50	-\$168.65	Becky Kronstad	8	Replace broken pruning shears	6601
PAID	14/08/2108	-\$168.65	-\$7.80	\$0.00	-\$7.80	-\$176.45	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	15/08/2018	-\$176.45	-\$144.28	-\$0.02	-\$144.30	-\$320.75	Gordon Buttolph	45	Repair materials for Unit 20 window-well	6307
PAID	16/08/2018	-\$320.75	-\$2.60	\$0.00	-\$2.60	-\$323.35	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	17/08/2018	-\$323.35	-\$150.00	\$0.00	-\$150.00	-\$473.35	Linda Hensman	31	CHOA seminar fees for 4 Council members	6601
PAID	18/08/2018	-\$473.35	-\$166.27	\$0.02	-\$166.25	-\$639.60	Gordon Buttolph	45	Repair materials for Unit 19 window-well	6307
RECEIVED	13/09/2018	-\$639.60	\$947.84	-\$0.01	\$947.85	\$308.25	Petty Cash		Petty Cash Advance	
Paid	17/08/2018	\$308.25	-\$63.05	\$0.00	-\$63.05	\$245.20	Peter Alpen	47	Thank you gift for Painting Crew	6601
Paid	05/09/2018	\$245.20	-\$31.07	\$0.02	-\$31.05	\$214.15	Gordon Buttolph	45	Safety reflectors and roof cleaning pole	6307
Paid	30/08/2018	\$214.15	-\$30.21	\$0.01	-\$30.20	\$183.95	Gordon Buttolph	45	Wooden stakes to rebuild Unit # signs	6307
Paid	01/09/2018	\$183.95	-\$5.00	\$0.00	-\$5.00	\$178.95	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	31/08/2018	\$178.95	-\$15.08	-\$0.02	-\$15.10	\$163.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	30/08/2018	\$163.85	-\$10.00	\$0.00	-\$10.00	\$153.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of December 17th, 2018.11
 Provided for Council Meeting of December 17th, 2018

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
Paid	17/08/2018	\$153.85	-\$16.22	\$0.02	-\$16.20	\$137.65	Becky Kronstad	8	Garden waste disposal bags (Garden Committee)	6305
Paid	19/10/2018	\$137.65	-\$4.47	-\$0.02	-\$4.45	\$133.20	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	25/09/2018	\$133.20	-\$15.63	-\$0.02	-\$15.65	\$117.55	Linda Hensman	31	Keys and File Folders	6601
Paid	18/11/2018	\$117.55	-\$21.72	\$0.02	-\$21.70	\$95.85	Becky Kronstad	8	Club House supplies	6601
Paid	20/11/2018	\$95.85	-\$10.00	\$0.00	-\$10.00	\$85.85	Rick Post	41	Screen repair for Unit 11	6307

BCS1501 - FISCAL 2018.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: December 17th, 2018.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
November 26, 2018

Minutes of the BCS1501 Elgin Pointe strata Council meeting held November 26, 2018
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
 Pat Douglas, Vice-President
 Gordon Buttolph, Treasurer
 Sylvia Palmer, Secretary
 Peter Alpen, Councillor at Large
 Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
 Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
 Trudi Heard, Recording Secretary

Owner-Observers: None

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:07 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was noted that the date of the last Council meeting was incorrectly shown as October 29, 2108 instead of 2018.

With this correction, it was MOVED (Roy), SECONDED (Jantzi) and CARRIED that the Elgin Pointe Council approves the minutes for the meeting of October 29, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.4 AGM Date

4. FINANCIAL

Treasurer's Reports: Reports are attached as follows:

- CRF Reconciliation to Oct/31/2018 and Forecast to Year End (Jan/31/2019).
- SPL Reconciliation to Oct/31/2018 and Forecast to Year End (Jan/31/2019).
- Income & Expense Reconciliation to Oct/31/2018 and Forecast to Year End (Jan/31/2019).
- Petty Cash Balance Sheet as of Nov/19/2018.
- Third Quarter Budget Summary for Fiscal Year 2018.

It was MOVED (Buttolph), SECONDED (Alpen), and CARRIED that Elgin Pointe Council approves the financial statements as above.

5. BUSINESS ARISING

5.1 Exterior Painting: Completed.

Refund cheques have been prepared and will be available for pick-up in the clubhouse following this meeting. Council members will deliver uncollected cheques door to door this week and any cheques still not delivered to owners at that time will be held for pick-up at the office of Peninsula Strata Management. Once the current postal dispute has been resolved, any undelivered cheques will be sent to owners by mail.

➔ *Owners are reminded to cash refund cheques ASAP. As long as any cheques remain uncashed the special levy account on which they have been written cannot be closed and will continue to accrue bank fees.*

5.2 Snow Removal: Four quotes were obtained and compared by Council.

It was MOVED (Alpen), SECONDED (Palmer) and CARRIED that Elgin Pointe Council approves signing the contract with TBO Holdings (snowcleared.com) for the coming season.

5.3 **Owners' Satisfaction Survey:** The survey is now closed and the results will be posted on the website in early December.

5.4 Semiahmoo Trail and Ravine Greenspace Clean-Up: Councillor Buttolph reported that he has registered with the City of Surrey to do invasive species removal from the green space bordering Elgin Pointe property. His focus will be on the ravine on the east border.

➔ *Any owners who wish to assist are reminded to first officially register with the City and receive the appropriate training and supplies.*

5.5 Smoke Alarm Replacement: Two quotes have been obtained for replacing smoke alarms within owners' units.

Research is ongoing and results, including pricing, will be relayed to owners ASAP.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

6.1.1 Landscape contract renewal update: Property Manager Corneille is in the process of obtaining quotes for the landscape contract for 2019. Ongoing.

6.1.2 BC Plant update: The permit to remove the dead tree in front of a unit has been acquired and the date for onsite work (including pruning three trees across from the clubhouse) has been scheduled for February 11, 2019. This was the first date available but we are on a cancellation list for an earlier date.

6.1.3 End of season clean-up: The volunteer gardening group had a final Fall clean-up day the morning of November 12th and Becky Kronstad hosted an afternoon gathering to thank the group for their ongoing work.

6.2 Maintenance:

- The painting project and related fascia work is complete.
- Fence repairs are ongoing.
- Councillor Buttolph did a walk-about during the recent heavy rains and identified six new gutter related issues.

6.3 Webmaster:

6.3.1 Changes to the website: There have been only two changes this past month:

- a) the Council "team" photo was added to the Community page, and
- b) new owners were added to the residents list.

6.3.2 Website activity: The number of visits to pages on the Elgin Pointe website over the past three months are as follows:

Web Page Visited	Month ending		
	24-Sep-18	24-Oct-18	21-Nov-18
Clubhouse Bookings	59	43	33
Community	83	63	68
Documents	120	92	64
Emergencies	20	17	20
FAQ	40	27	35
Home	1482	1321	1215
Login	422	475	282
Notices and Bulletins	6	90	82
Parking Passes	35	22	21
Visitors	33	45	28

6.4 Capital Planning: There have been two open house meetings of the capital planning committee including a presentation from an RDH company representative who prepared the Depreciation Report. A third committee meeting is scheduled for Friday, November 30th. Work is ongoing.

7. CORRESPONDENCE

7.1 – 7.32 As per attached List of Correspondence Issues.

8. NEW BUSINESS

8.1 Christmas Social: Sunday, December 2nd, 2:00 – 4:00 pm in the clubhouse. Please bring your beverage of choice and an appetizer.

Lorraine Peck has recruited some volunteers to assist her with decorating the clubhouse on November 28th in preparation for use and rental of the clubhouse over the Christmas season. A big thank you to Lorraine and crew!

8.2 Bylaws Updating: Key areas of review include:

- 8.2.1 Window Coverings: Rule regarding window coverings to be moved to a bylaw.
- 8.2.2 Air Conditioners: Research by Council is ongoing. It is recognized that this is an important issue and Council is giving the matter priority. A final decision will not be made without input from owners as installation of units may be deemed a significant change to use or appearance of common property.
- 8.2.3 Short Term Rentals (such as AirBnB).
- 8.2.4 Cannabis use and cultivation.
- 8.3 Bylaw Enforcement: Deferred.
- 8.4 AGM Date: Mark the calendar!! The Annual General Meeting will be held:
MONDAY, MARCH 25, 2019. (Time to be advised.)

9. MEETING ADJOURNED

The meeting adjourned at 5:10pm.

The next meeting is scheduled for: Monday, December 17, 2018 at 3:00pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. BCS1501 Treasurer's Reports as per Item 4 of these minutes.
2. List of Correspondence Issues as at November 26, 2018 as per (refer item 7 of these minutes).

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES

As of Council meeting of: **NOVEMBER 26, 2018**

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	02/22	E	Floor separation and garage drywall shrinkage.	Despite numerous requests and follow-ups, this matter is still ongoing as there has been no reply from owner. Owner to provide council IN WRITING: 1. Name and company of the engineer the owner chose for his 2 nd opinion; as well as 2. Confirmation of his agreement with that engineer's findings that no further repairs are required.
7.2	04/30	E	Front entrance wall – damp.	Ongoing.
7.3	05/28	E	Prune maple trees in back yard.	Ongoing. Per item 6.1.2 of minutes work is scheduled for Feb/11/19 unless an earlier date comes available.
7.4	06/04	E	Overgrown trees in back yard.	Ongoing – to be trimmed (Vista).
7.5	06/19	E	Diseased tree in front.	Ongoing – tree is dead and to be removed. Permit received. Per item 6.1.2 of minutes works is scheduled for Feb/11/19 unless an earlier date comes available.
7.6	06/20	E	Gate post collapsing.	COMPLETED.
7.7	06/21	E	Uneven stepping stone.	Deferred until spring. Gravel required.
7.8	07/11	E	Woodpecker damaged fence post.	COMPLETED.
7.9	08/06	E	Air conditioner – smaller unit proposed, info rec'd from contractor.	Ongoing. Refer item 8.2.2 of minutes.
7.10	08/15	E	Special levy refund.	COMPLETED. Cheques issued. Refer item 5.1 of the minutes.
7.11	08/15	E	Garage ceiling to be painted.	COMPLETED.
7.12	09/15	E	Hedge between units removed. Wants to replace with cedar hedge.	RESOLVED.
7.13	09/16	E	Roof gable fascia leak.	Ongoing. To be referred to gutter contractor (Kymar)
7.14	09/17	E	Missing window grill bar and missing soffit.	Soffit: Ongoing – to be referred to Carmichael Construction.

				Window grill bar: COMPLETED.
7.15	09/24	E	Complaint of no response from Cristin regarding an email with photos.	RESOLVED.
7.16	10/01	E	2 dead cedars at the back of unit, on our neighbor's side, require replacement	RESOLVED.
7.17	10/01	E	Although gutters were fixed, one on the north east corner is still leaking.	Deferred to spring. The silicone sealant used to repair this type of leak can be applied only in warm, dry weather.
7.18	10/02	E	1. Fascia board gap reported in June not yet repaired. 2. Some outstanding issues regarding painting project need to be addressed. 3. Paint stain on garage door needs to be removed. 4. The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.	Ongoing.
7.19	10/03	E	Permission requested to extend and repair backyard patio.	RESOLVED.
7.20	10/03	E	Large bush in back yard may be broken and needs to be replaced. Possibly damaged in last winter's heavy snow. If to be replaced, now is the time to do it.	Bush is dead and must be removed.
7.21	10/21	E	Capital Planning Suggestions	RESOLVED. Input included in Capital Plan.
7.22	10/28	E	Garbage from clubhouse following a rental was dumped in owner's recycle bin.	RESOLVED.
7.23	10/29	E	Request to install AC unit	Ongoing. Refer item 8.2.2 of minutes.
7.24	10/29	E	Lost a set of keys	RESOLVED.
7.25	10/30	E	Blocked gutter by the garage	RESOLVED.
7.26	10/31	E	New owners request for storage container placement	RESOLVED.
7.27	11/12	E	1. Do driveways stalls count for gate remotes? 2. Inquiry about an AC unit.	RESOLVED – request denied per bylaws. Ongoing – refer item 8.2.2 of minutes.
7.28	11/17	E	Dripping Eavestrough	Ongoing.
7.29	11/18	E	Issue regarding mail box key.	RESOLVED.
7.30	11/21	E	1. Missing soffit between two units	1. Carmichael Construction to be contacted to repair soffit.

			2. Front door handle broken and replacement required.	2. RESOLVED. Owner was instructed to replace the broken handle with one that matches the original.
7.31	11/21	E	Dishwasher hose leak	Ongoing.
7.32	11/21	E	Response to query about garbage from a Club House rental being placed in another owner's bin.	RESOLVED.

Elgin Pointe Strata Corporation – BCS1501.

Treasurers Report as of October 31st, 2018.

For Council Meeting of November 26th, 2018.

- 1) Financial position remains on track relative to budget.
 - a. Looking forward to October/November there will be many invoices due that will impact our cashflow. These relate to both planned (gutter repairs) and unplanned (fence repairs, clubhouse carpet and furniture cleaning, cedar hedge replacement). To cover this cost from the Operating budget we will need to borrow from the CRF, the borrowed amount will be repaid prior to the Fiscal year end.
 - b. \$15,000 was loaded to the Operating Budget from CRF. This was approved at the Council Meeting of Oct 29th, 2018.
- 2) CRF fund stands at \$221,713.64. Fiscal year end projection is \$261,909.69
- 3) SPL fund stands at \$17,186.88. (These funds to be returned to Owners in November).
- 4) AR total outstanding = \$0.00.
- 5) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$5,466.61
- 6) Petty Cash balance on hand = \$85.85
- 7) Attachments:
 - 1) CRF Reconciliation
 - 2) SPL Reconciliation
 - 3) Profit & Loss Reconciliation
 - 4) Petty Cash Reconciliation

Gordon Buttolph

Treasurer BCS1501

BCS1501 CRF - FISCAL 2018.9

BCS1501 CRF Reconciliation (to October 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing Balance (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments out (to Tem Deposit)	CRF Term Deposit	CRF TD Interest
ACTUAL												
January 31 2018	\$177,435.47	\$0.00	\$177,435.47									
February 28 2018	\$182,234.30	\$0.00	\$182,234.30	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00	\$0.00	\$0.00
March 31 2018	\$167,651.66	\$0.00	\$167,651.66	\$167,651.66	\$4,583.33	-\$19,385.63	\$0.00	\$219.19	\$0.00	\$0.00	\$0.00	\$0.00
April 30 2018	\$172,458.26	\$0.00	\$172,458.26	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$191,792.32	\$0.00	\$191,792.32	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00	\$0.00	\$0.00
June 30 2018	\$200,261.75	\$0.00	\$200,261.75	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00	\$0.00	\$0.00
July 31 2018	\$208,734.57	\$0.00	\$208,734.57	\$208,734.57	\$8,215.35	\$0.00	\$0.00	\$257.47	\$0.00	\$0.00	\$0.00	\$0.00
August 31 2018	\$127,255.70	\$100,000.00	\$227,255.70	\$227,255.70	\$8,215.35	\$0.00	\$10,000.00	\$305.78	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
September 30 2018	\$135,717.83	\$100,000.00	\$235,717.83	\$235,717.83	\$8,215.35	\$0.00	\$0.00	\$246.78	\$0.00	\$0.00	\$0.00	\$0.00
October 31 2018	\$121,713.64	\$100,000.00	\$221,713.64	\$221,713.64	\$8,215.35	-\$22,420.62	\$0.00	\$201.08	\$0.00	\$0.00	\$0.00	\$0.00
FORECAST												
November 30 2018				\$230,103.99	\$8,215.35	\$0.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
December 31 2018				\$238,501.34	\$8,215.35	\$0.00	\$0.00	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00
January 31 2019				\$261,909.69	\$8,215.35	\$0.00	\$15,000.00	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals				\$261,909.69	\$98,584.20	-\$41,806.25	\$25,000.00	\$2,696.27	\$0.00	-\$100,000.00	\$100,000.00	\$0.00
Average/Unit				\$3,446.18								

2018 Budget	\$385,504.00
Operating Costs	\$286,919.20
CRF Contribution	\$98,584.80

BCS1501 SPL - FISCAL 2018.9

BCS1501 SPL Reconciliation (to October 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (Repaid)
January 31 2018	\$0.00	\$0.00				
February 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
June 30 2018	\$127,223.12	\$127,223.12	\$12,834.44	\$58.77	-\$3,597.83	\$0.00
July 31 2018	\$134,845.06	\$134,845.06	\$7,462.19	\$159.75	\$0.00	\$0.00
August 31 2018	\$135,090.13	\$135,090.13	\$55.70	\$189.37	\$0.00	\$0.00
September 30 2018	\$137,019.45	\$137,019.45	\$1,719.94	\$209.38	\$0.00	\$0.00
October 31 2018	\$137,019.45	\$17,186.88	\$0.00	\$203.43	-\$120,036.00	\$0.00
FORECAST						
November 30 2018	\$0.00	0.00	\$0.00	\$0.00	\$0.00	-\$17,186.88
December 31 2018	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
January 31 2019	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$0.00	\$140,000.01	\$820.70	-\$123,633.83	-\$17,186.88
Avg. Per Unit			\$1,842.11			-\$226.14
	2018 Budget Special Assessment	\$140,000.00				

BCS1501 OPERATING BUDGET - FISCAL 2018.9

BCS1501 Income & Expense Reconciliation (to October 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
January 31 2018	\$0.00	\$0.00					
February 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$42.50	\$27,735.33	-\$20,974.83	\$6,760.50
March 31 2018	\$10,937.56	\$10,937.56	\$27,692.83	\$29.72	\$27,722.55	-\$23,545.49	\$4,177.06
Apr 30 2018	\$30,335.66	\$30,335.66	\$40,989.97	\$85.56	\$41,075.53	-\$21,677.43	\$19,398.10
May 31 2018	\$17,036.79	\$17,036.79	\$32,125.11	\$123.86	\$32,248.97	-\$45,547.84	-\$13,298.87
June 30 2018	\$22,486.41	\$22,486.41	\$32,125.13	\$88.53	\$32,213.66	-\$26,764.04	\$5,449.62
July 31 2018	\$17,488.21	\$17,488.23	\$32,125.11	\$86.52	\$32,211.63	-\$37,209.81	-\$4,998.18
August 31 2018	\$13,859.17	\$13,859.19	\$32,125.11	\$43.84	\$32,168.95	-\$35,797.99	-\$3,629.04
September 30 2018	\$14,239.18	\$14,239.20	\$32,125.11	\$192.17	\$32,317.28	-\$31,937.27	\$380.01
October 31 2018	\$5,466.59	\$5,466.61	\$32,125.11	\$271.15	\$32,396.26	-\$41,168.85	-\$8,772.59
FORECAST							
November 30 2018	\$0.00	\$9,641.74	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
December 31 2018	\$0.00	\$13,816.87	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
January 31 2019	\$0.00	\$2,992.00	\$32,125.13	\$50.00	\$32,175.13	-\$43,000.00	-\$10,824.87
Totals	\$0.00	\$2,992.00	\$385,501.70	\$1,113.85	\$386,615.55	-\$383,623.55	\$2,992.00
Monthly Avg/Unit			\$422.70		\$423.92		
Annual Avg/Unit			\$5,072.39		\$5,087.05		

Fiscal 2018: Operating Budget: \$386,553.40

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of November 19th, 2018.10
 Provided for Council Meeting of November 26th, 2018

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
O/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	301.65	Opening Balance			
PAID	02/01/2018	\$301.65	-\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	-\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	-\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	-\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	-\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	-\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	-\$47.18	-\$0.02	-\$47.20	\$0.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$0.35	-\$78.44	-\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	-\$78.10	\$217.85	\$0.00	\$0.00	\$139.75	Petty Cash		Petty Cash Advance	
PAID	06/20/2016	\$139.75	-\$71.66	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6601
PAID	06/28/2018	\$68.10	-\$110.88	-\$0.02	-\$110.90	-\$42.80	Gordon Buttolph	45	Programable Thermostat for CH basement	6307
PAID	04/30/2018	-\$42.80	-\$8.41	\$0.01	-\$8.40	-\$51.20	Dave Mori	36	Flags to Indicate fresh concrete curbs	6307
PAID	07/12/2018	-\$51.20	-\$44.80	\$0.00	-\$44.80	-\$96.00	Becky Kronstad	8	10 Bags garden soil to fill root ball holes	6305
PAID	07/04/2018	-\$96.00	-\$51.42	\$0.02	-\$44.80	-\$140.80	Steve Thackray	57	Motion sensor replacement	6307
PAID	07/18/2018	-\$140.80	-\$221.72	\$0.02	-\$221.70	-\$362.50	Gordon Buttolph	45	Deck box for Club House Patio (Storage)	6601
PAID	07/19/2018	-\$362.50	-\$9.14	-\$0.01	-\$9.15	-\$371.65	Gordon Buttolph	45	Hardware to secure deck box	6601
PAID	07/19/2018	-\$371.65	-\$154.94	-\$0.01	-\$154.95	-\$526.60	Peter Alpen	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$526.60	-\$26.67	\$0.02	-\$26.65	-\$553.25	Gordon Buttolph	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$553.25	-\$37.15	\$0.00	-\$37.15	-\$590.40	Peter Alpen	47	Repair materials for Club house window well	6307
RECEIVED	07/31/2018	-\$590.40	\$898.65	\$0.00	\$898.65	\$308.25	Petty Cash		Petty Cash Advance	
PAID	07/25/2018	\$308.25	-\$24.76	\$0.01	-\$24.75	\$283.50	Gordon Buttolph	45	Hose Hangers for Electrical Room	6307
PAID	07/27/2018	\$283.50	-\$195.89	-\$0.01	-\$195.90	\$87.60	Gordon Buttolph	45	10 new chairs for Club House	6601
PAID	30/06/2018	\$87.60	-\$14.15	\$0.00	-\$14.15	\$73.45	Gordon Buttolph	45	Water shut-off cover repairs: unit #40	6307
PAID	04/08/2018	\$73.45	-\$33.59	-\$0.01	-\$33.60	\$39.85	Gordon Buttolph	45	Heavy Duty limb trimmer for Strata use	6601
PAID	06/08/2018	\$39.85	-\$134.01	\$0.01	-\$134.00	-\$94.15	Gordon Buttolph	45	Wheelbarrow/Cart for Strata use	6601
PAID	11/08/2018	-\$94.15	-\$74.49	-\$0.01	-\$74.50	-\$168.65	Becky Kronstad	8	Replace broken pruning shears	6601
PAID	14/08/2108	-\$168.65	-\$7.80	\$0.00	-\$7.80	-\$176.45	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	15/08/2018	-\$176.45	-\$144.28	-\$0.02	-\$144.30	-\$320.75	Gordon Buttolph	45	Repair materials for Unit 20 window-well	6307
PAID	16/08/2018	-\$320.75	-\$2.60	\$0.00	-\$2.60	-\$323.35	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	17/08/2018	-\$323.35	-\$150.00	\$0.00	-\$150.00	-\$473.35	Linda Hensman	31	CHOA seminar fees for 4 Council members	6601
PAID	18/08/2018	-\$473.35	-\$166.27	\$0.02	-\$166.25	-\$639.60	Gordon Buttolph	45	Repair materials for Unit 19 window-well	6307
RECEIVED	13/09/2018	-\$639.60	\$947.84	-\$0.01	\$947.85	\$308.25	Petty Cash		Petty Cash Advance	
Paid	17/08/2018	\$308.25	-\$63.05	\$0.00	-\$63.05	\$245.20	Peter Alpen	47	Thank you gift for Painting Crew	6601
Paid	05/09/2018	\$245.20	-\$31.07	\$0.02	-\$31.05	\$214.15	Gordon Buttolph	45	Safety reflectors and roof cleaning pole	6307
Paid	30/08/2018	\$214.15	-\$30.21	\$0.01	-\$30.20	\$183.95	Gordon Buttolph	45	Wooden stakes to rebuild Unit # signs	6307
Paid	01/09/2018	\$183.95	-\$5.00	\$0.00	-\$5.00	\$178.95	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	31/08/2018	\$178.95	-\$15.08	-\$0.02	-\$15.10	\$163.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	30/08/2018	\$163.85	-\$10.00	\$0.00	-\$10.00	\$153.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of November 19th, 2018.10
 Provided for Council Meeting of November 26th, 2018

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yy	BALANCE				BALANCE		#		CODE
Paid	17/08/2018	\$153.85	-\$16.22	\$0.02	-\$16.20	\$137.65	Becky Kronstad	8	Garden waste disposal bags (Garden Committee)	6305
Paid	19/10/2018	\$137.65	-\$4.47	-\$0.02	-\$4.45	\$133.20	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
Paid	25/09/2018	\$133.20	-\$15.63	-\$0.02	-\$15.65	\$117.55	Linda Hensman	31	Keys and File Folders	6601
Paid	18/11/2018	\$117.55	-\$21.72	\$0.02	-\$21.70	\$95.85	Becky Kronstad	8	Club House supplies	6601
Paid	20/11/2018	\$95.85	-\$10.00	\$0.00	-\$10.00	\$85.85	Rick Post	41	Screen repair for Unit 11	6307

BCS1501 - FISCAL 2018.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: November 26th, 2018.

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **THIRD QUARTER** Budget Summary for Fiscal Year 2018.

((August 1st, 2018 – October 31st, 2018))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME At the end of the third quarter of our fiscal 2018 operating year, the Strata Corporation remains in reasonable financial shape.

The painting Project was completed and the unused funds from the Special Assessment (\$17,186.88) will be returned to Unit Owners in November.

EXPENSE There were several additional expenses that were not budgeted, for as well as some over-runs on budgeted items.

In addressing the know issues with the gutter system, several additional issues were found as the work crews were able to see more once they started work.

The Carpets and Upholstery in the Club House were professionally cleaned.

There were multiple issues with the sprinkler system during the summer, requiring several calls to our contractor.

Driveways and walkways were pressure washed.

Parking stall Signage was repainted.

If there are any specific questions related to the Financial position of the Strata, please direct your questions to Cristin for Council to respond to.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 Third Quarter Budget Summary for Fiscal Year 2018.
 ((August 1st 2018 - October 31st 2018))

OPERATING BUDGET

ACCOUNT	DESCRIPTION	ACTUAL TOTAL	ACTUAL as % of TOTAL	BUDGET TOTAL	STATUS/COMMENT ACTUAL vs BUDGET
INCOME					
4001	Owner Strata Fees	\$289,126.29	99.67%	\$289,127.56	On-track
4002	Bank Interest	\$338.85	0.12%	\$225.00	Above Plan
4009	Miscellaneous Income	\$350.00	0.12%	\$0.00	Above Plan
4013	Key Deposit Income	\$75.00	0.03%	\$112.50	Below Plan
4020	Club House Income	\$200.00	0.07%	\$450.00	Below Plan
	TOTAL INCOME	\$290,090.14	100.00%	\$289,915.06	On-track
EXPENSE					
	6100 Fortis BC - Club House Gas	\$244.81	0.09%	\$337.50	Timing of Billing Cycle
	6101 BC Hydro - Club House Electricity	\$974.25	0.34%	\$1,274.99	Timing of Billing Cycle
	6102 Water Charges (City of Surrey)	\$5,811.08	2.04%	\$16,875.00	Timing of Billing Cycle
	6201 Insurance	\$78,220.44	27.48%	\$76,558.50	On-track
	6203 TD Bank Charges	\$406.84	0.14%	\$450.00	On-track
	6204 Entry Phone (TELUS)	\$589.28	0.21%	\$374.99	Above plan
	6207 Legal/Accounting	\$698.43	0.25%	\$900.00	Below plan
Aggregated	6301 MAINT - Clear roads & walkways	\$1,890.00	0.66%	\$2,250.00	Slightly below plan
	MAINT - Landscaping	\$50,822.55	17.86%	\$52,518.74	Slightly below plan
	6307 MAINT - Repairs & Maintenance	\$15,856.33	5.57%	\$13,894.51	Above plan
	6308 MAINT - Fire Systems	\$629.48	0.22%	\$750.01	Slightly below plan
	6309 MAINT - Lighting	\$0.00	0.00%	\$187.51	Below plan
	6310 MAINT - Window replacement	\$0.00	0.00%	\$374.99	Below plan
	6312 MAINT - Roof Repairs	\$0.00	0.00%	\$8,062.65	Timing Issue
	6313 MAINT - Pest control	\$2,567.25	0.90%	\$900.00	Significantly above plan
	6315 MAINT - Clean/Repair Gutters	\$11,803.05	4.15%	\$11,025.00	On-track
	6316 MAINT - Power washing	\$12,284.53	4.32%	\$3,749.99	Significantly above plan
	6317 MAINT - Irrigation system	\$1,706.42	0.60%	\$1,125.00	Slightly above plan
	6319 MAINT - Gate and Gate Controls	\$855.75	0.30%	\$1,125.00	Below plan
	6320 MAINT - Dryer duct cleaning	\$1,117.20	0.39%	\$900.00	Above plan
	6404 WCB Expense	\$0.00	0.00%	\$75.01	Below plan
	6410 Club House Cleaning	\$541.80	0.19%	\$900.00	Slightly below plan
	6411 Club House Electricity	\$1,152.38	0.40%	\$1,499.99	Timing of Billing Cycle
	6412 Club House Supplies	\$0.00	0.00%	\$75.01	Due in August
Aggregated	Property Management Costs	\$19,452.77	6.83%	\$19,417.50	On-track
	6601 BCS1501 Admin & Sundry	\$2,933.08	1.03%	\$374.99	Significantly above plan
	6604 Special General Meeting	\$127.68	0.04%	\$0.00	Not planned
	6701 Contingency Reserve Fund	\$73,938.15	25.98%	\$73,938.15	On-track
	TOTAL EXPENSE	\$284,623.55	100.00%	\$289,915.03	Slightly under budget

Operating Account Balance as of October 31st, 2018 \$5,466.59

TOP 5 ANNUAL OPERATING EXPENSES: Q2 STATUS	ACTUAL	RANK	BUDGET	RANK
INSURANCE	\$78,220.44	#1	\$76,558.50	#1
CONTINGENCY FUND PAYMENTS	\$73,938.15	#2	\$73,938.15	#2
LANDSCAPING	\$50,822.55	#3	\$52,518.74	#3
PROPERTY MANAGEMENT FFES	\$19,452.77	#4	\$19,417.50	#4
WATER/SEWER Charges - City of Surrey	\$5,811.08	#5	\$16,875.00	#5
TOP 5 EXPENDITURES: TOTAL EXPENSE	\$228,244.99		\$239,307.89	
TOP 5 EXPENDITURES as (%) of TOTAL EXPENSE	80.19%		82.54%	

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
October 29, 2018

Minutes of the BCS1501 Elgin Pointe strata council meeting held October 29, 2108.
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Strata Agent
Trudi Heard, Recording Secretary

REGRETS: Claudia Jantzi, Councillor at Large (Landscaping & Gardening Liaison)

1. CALL TO ORDER

The meeting was called to order at 2:55pm.

2. ADOPTION OF PREVIOUS MINUTES

It was noted by an owner that New Business item 8.10 in the minutes of the September 24, 2018 meeting was inaccurate. Accordingly, it is amended to read:

8.10 Smoke Alarms: An owner reported that two of the hard-wired smoke alarms in his unit were no longer working and needed replacement.

➔ *Owners are reminded to check and replace smoke alarms per **manufacturer's** recommendations.*

With this correction it was MOVED (Roy), SECONDED (Douglas) and CARRIED that the Elgin Pointe Council approves the minutes of the September 24, 2018 meeting.

3. ADDITIONS TO THE AGENDA

Business Arising: Smoke Alarms (refer item 2, above)

New Business: None

4. FINANCIAL

4.1 Financial Overview:

Financial position remains on track relative to budget.

4.1.1 Costs related to major repairs at a unit will be charged to the Contingency Reserve Fund.

4.1.2 There will be several invoices in the next couple of months that will impact cashflow. These relate to both planned and unplanned expenses. To cover this cost the operating budget will need to borrow from the CRF with the borrowed money to be repaid prior to the fiscal year end.

It was MOVED (Buttolph), SECONDED (Douglas), and CARRIED that Elgin Pointe Council approves borrowing \$22,500 from the Contingency Reserve Fund (CRF), to be repaid by year end January 31, 2019.

➔ *As the \$22,500 will be repaid, no approval from owners is required for this loan.*

4.2 Financial Statements:

See attached Treasurer's Report comprised of:

- CRF Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
- SPL Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
- Income & Expense Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
- Petty Cash Balance Sheet as of Oct/29/2018.

CRF balance: \$235,717.83
CRF year-end projection: \$269,296.23
Special Levy Fund (SPL) balance: \$137,019.45
Outstanding Accounts Receivable: nil
Operating budget – current year profit (income) and loss (expenses): \$14,239.20
Petty cash balance on hand as of October 29, 2018: \$133.20

It was MOVED (Buttolph), SECONDED (Palmer), and CARRIED that Elgin Pointe Council approves the financial statements as above and attached.

5. BUSINESS ARISING

5.1 Gutter Repairs: Completed with a few minor matters yet to be dealt with. Invoice received in the amount of \$8,864.10.

It was MOVED (Buttolph), SECONDED (Alpen) and CARRIED that Elgin Pointe Council approves payment of \$8,864.10 from the operating account.

5.2 Fascia Board Trimming: Substantially completed but weather changed before all units were done. This work will be finished next spring as a maintenance issue.

5.3 Exterior Painting: Completed. Invoice received in the amount of \$120,036.00.

It was MOVED (Alpen), SECONDED (Buttolph) and CARRIED that Elgin Pointe Council approves payment of this invoice from the special levy fund.

➔ *With payment of this invoice, the exterior painting project is considered closed and refunds (if any) from the SPF (special levy fund) will be calculated based on costs to date.*

5.4 Snow Removal: Three quotes have been received (Northwestern, Pegasus and Smiler) but they are substantially different enough that comparisons are difficult. Council also noted that brine rather than salt was preferred. Further information required for Council to make a decision.

5.5 Owner Satisfaction Survey: **An owners' satisfaction survey** will be emailed to owners. Only one survey is to be completed per household. Completed surveys must be submitted by November 15, 2018.

5.6 Irrigation Line Leak (unit 38): Repairs completed. Invoice received in the amount of \$8,439.38.

It was MOVED (Buttolph), SECONDED (Roy) and CARRIED that Elgin Pointe Council approves payment of this invoice from the Contingency Reserve Fund.

➔ *As this was an emergency expenditure and will not be repaid to the CRF, Owner approval will be requested at the AGM.*

5.7 Moisture Testing of Basements: Council agreed to defer testing pending any issues which may arise over winter.

5.8 Clubhouse Cleaning Contract: Quote of \$1,228.44 was received from McBeath Cleaning for bi-weekly cleaning of the clubhouse.

It was MOVED (Palmer), SECONDED (Douglas) and CARRIED that Elgin Pointe Council approves signing this contract with McBeath.

5.9 Cleaning Clubhouse Carpets and Upholstery: Work has been completed by COIT. Invoice received for \$1,354.53.

It was MOVED (Buttolph), SECONDED (Palmer) and CARRIED that Elgin Pointe Council approves payment of \$1,354.53.

5.10 CHOA Symposium (Sep/29/2018): Attendees agreed that the presentation was educational and well worth the cost. Of key interest and concern were the new marijuana laws. It was noted that Elgin Pointe by-laws are currently under review with proposed changes to be presented to owners at the 2019 AGM.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping and Gardening:

6.1.1 Most of the gardening work for the season is completed. No spring bulbs were planted this fall as it is hoped that the bulbs planted last year will naturalize and come back next spring.

6.1.2 Tentative plans for next spring and summer are to continue to address the corners of the complex and any other areas that are identified.

6.1.3 Vista is continuing their fall clean-up of leaves etc. and will begin trimming tops and sides of cedar hedges throughout the complex in an attempt to keep hedges at a consistent height throughout.

6.1.4 Quotes have been received from Vista as follows:

Front Entrance Cedar Hedge:

Remove and dispose of failed Cedars: \$65.00

Supply and plant 16 six-ft. Emerald Cedars (addition of soil for root establishment included): \$1,088.00 + GST

It was MOVED (Buttolph), SECONDED (Roy) and CARRIED that Elgin Pointe Council agrees to replace the front entrance cedar hedge at a cost of \$1,153.00 + GST.

Behind unit 70:

Two (2) additional cedars: \$152.00 + GST

It was MOVED (Hensman), SECONDED (Palmer) and CARRIED that Elgin Pointe Council agrees to replace two cedars behind unit 70.

Back of Clubhouse:

Cut back and remove trees and other vegetation behind Laurel hedge: \$1,040.00 + GST

It was MOVED (Palmer), SECONDED (Douglas) and CARRIED that Elgin Pointe Council agrees to clear the overgrown vegetation at the back of the laurel hedge at a cost of \$1,040.00 + GST.

- 6.1.5 Quotes for the upcoming renewal of the Landscaping contract are being secured. Meetings are scheduled for November 15th with two landscaping companies. Vista will be requested to quote.

➔ Owners are reminded that ALL LANDSCAPING AND GARDENING REQUESTS are NOT to be made directly to James or any of the Vista crew. Requests are to be directed to the Strata Agent, Cristin Corneille at cristin@peninsulastrata.com

- 6.2 Maintenance: Maintenance issues have been covered under other sections of these minutes.

- 6.3 Communications/Website:

6.3.1 Installed and configured SSL Certificate in order to overcome the problem of Google labeling EP website as 'insecure'. Ordered and installed SSL (Secure Socket Layer) certificate for website. Reconfigured Web Root files to reroute internal traffic from http://** to https://** pages. Worked with GoDaddy to reconfigure the network DNS to route external traffic, and replaced all internal hard-coded occurrences of http: with https:. Tested.

6.3.2 Assisted several owners with logging into the website and changing passwords etc.

6.3.3 Worked with the clubhouse booking coordinator to streamline the clubhouse booking system. Now, an online request is routed to BOTH the webmaster and the clubhouse coordinator simultaneously. The webmaster enters the data into the online calendar, and the coordinator contacts the person booking to collect the deposit and fee.

6.3.4 Posted various council notices and email notifications.

6.3.5 Number of visits to pages on the Elgin Pointe website:

Web Page Visited	Month ending	
	24-Sep-18	24-Oct-18
Clubhouse Bookings	59	43
Community	83	63
Documents	120	92
Emergencies	20	17
FAQ	40	27
Login	422	475
Notices and Bulletins	6	90
Parking Passes	35	22
Visitors	33	45

6.4 Capital Planning:

6.4.1 The first open meeting was held October 18. Input was received from six (6) units. The second open meeting is scheduled for October 30.

6.4.2 A meeting has been scheduled for November 7 for the Capital Planning Committee and interested Council members to meet with the engineers who prepared the Elgin Pointe Depreciation Report (2016).

7. CORRESPONDENCE

7.1 – 7.39 As per attached Correspondence Issues as of October 29, 2018.

8. NEW BUSINESS

8.1 City of Surrey Parks meeting:

8.1.1 Councillor Buttolph and a City Parks member inspected the ravine along the east perimeter of the complex at which time it was agreed that the City will do a one-time clean up of the garbage.

It is proposed that a team of volunteers will endeavour to keep this area clean once the City has done their clean-up. Councillor Buttolph has registered as a clean-up volunteer. As this area is not used by the public, keeping it clean should not be a daunting task. This is city land and *dumping any kind of refuse (including organic) is illegal*.

8.1.2 A request was made for some type of barrier between 32nd Ave. and the creek area but was declined.

8.2 Insurance renewal: Options to lower premium are being requested for the upcoming renewal.

8.3 Councillor Position Descriptions: Descriptions will be posted on the Elgin Pointe website.

8.4 Semiahmoo Trail Clean-Up Crew: Council is awaiting direction from the City's invasive species coordinator. Only non-native plants may be removed from City land but a permit is required to do so. This includes invasive plants such as blackberry, ivy and bamboo, all of which are present

in the City land surrounding Elgin Pointe. Once the permit is received, the volunteer clean-up team will be able to remove unwanted plants from the area and properly dispose of them. Supplies will be provided by the City to those who register as volunteers.

➔ *Anyone interested in volunteering must officially register with the City of Surrey for park clean-up. The more volunteers, the easier the work will be. If you are interested in helping to keep the land around Elgin Pointe clean and beautiful, please register and volunteer and advise Cristin Corneille that you have done so.*

9. MEETING ADJOURNED

The meeting adjourned at 5:05pm.

The next meeting is scheduled for Monday, November 26, 2018 at 3:00pm in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. Financial statements comprised of:
 - Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
 - SPL Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
 - Income & Expense Reconciliation to Sep/30/2018 and forecast to year end Jan/31/2019.
 - Petty Cash Balance Sheet as of Oct/29/2018.
2. Correspondence Issues as of October 29, 2018.

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
As of council meeting of: OCTOBER 29, 2018

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
7.1	02/22	E	Floor separation and garage drywall shrinkage.	Ongoing. No further action required by council. Owner to provide council IN WRITING: 1. name and company of the engineer the owner chose for his 2 nd opinion; as well as 2. Confirmation of his agreement with that engineer's findings that no further repairs are required.
7.2	03/02	E	Dark spot on the entrance way ceiling.	RESOLVED
7.3	04/26	E	Missing mesh over downspout.	RESOLVED
7.4	04/30	E	Front entrance wall – damp.	Ongoing.
7.5	05/28	E	Prune maple trees in back yard.	Ongoing – quote received and approved by council. BC Plant Health to complete work.
7.6	06/04	E	Overgrown trees in back yard.	Ongoing – to be trimmed (Vista).
7.7	06/19	E	Diseased tree in front.	Ongoing – tree is dead and to be removed. Removal requires permit from City of Surrey which may take time but has been requested Permit has been received. Work may now be scheduled.
7.8	06/20	E	Gate post collapsing.	Ongoing. Carmichael Construction has been called.
7.9	06/21	E	Uneven stepping stone.	Ongoing – gravel required.
7.10	07/11	E	Woodpecker damaged fence post.	Ongoing. Carmichael Construction to do repairs.
7.11	07/23	E	Rotting base for metal fence posts in back yard	RESOLVED
7.12	07/25	E	Rotting fence post in back yard.	RESOLVED
7.13	08/06	E	Air conditioner – smaller unit proposed, info rec'd from contractor.	Discussion deferred pending presentation by A/C contractor (see 7.39). Refer also 7.39.

7.14	08/08	E	Power washing of sidewalks from units 1-6 to 32 nd Ave.	RESOLVED – not within budget.
7.15	08/15	E	Special levy refund and monitoring of contractors.	RESOLVED. Painting project deemed completed. Refer item 5.3 of minutes
7.16	08/15	E	Garage ceiling to be painted.	Ongoing. In progress – should be completed this week.
7.17	09/06	E	Request to trim hedge in front of unit.	RESOLVED. Refer item 7.29
7.18	09/11	E	Garage door spring and gas meter repair – owner expense?	RESOLVED
7.19	09/15	E	Hedge between units removed. Wants to replace with cedar hedge.	Ongoing.
7.20	09/16	E	Roof gable fascia leak.	Ongoing. Follow-up required.
7.21	09/17	E	Missing window grill bar and missing soffit.	Window grill bar: COMPLETED. Soffit: Ongoing.
7.22	09/18	E	Picket fence between 63-64 collapsed.	RESOLVED
7.23	09/24	In person	A number of hard wired smoke alarms in owner's home were found to be non-functioning. Original units, installed by the builder, have a 10-year warranty and are due or past due for replacement.	RESOLVED. Minutes of Sep/24 meeting amended to reflect owner's concerns. Refer item 2 of Oct/29 minutes.
7.24	09/20	E	Lower/Front/Right miter joint on the gutters is leaking	RESOLVED
7.25	09/20	E	Downspout on the pathway to the front door has become detached from the gutter because the drain guard is broken	RESOLVED
7.26	09/24	E	Complaint of no response from Cristin regarding an email.	Cristin confirmed no such email was received. A follow-up to owner has not been acknowledged or answered. DEEMED RESOLVED.
7.27	10/01	E	2 dead cedars at the back of unit, on neighbor's side, require replacement	Ongoing. Council voted to approve replacing the 2 trees. (refer item 6.1.4 of minutes)
7.28	10/01	E	Although gutters were fixed, one on the north east corner is still leaking.	Ongoing.
7.29	10/02	E	"We want to thank you and the Elgin Pointe Strata Council for the attention to trimming our front hedge."	NO WORK REQUIRED. It's nice to receive a thank you!!
7.30	10/02	E	1. Fascia board gap reported in June not yet repaired. 2. Some outstanding issues regarding painting project need to be addressed.	Ongoing.

			<p>3. Paint stain on garage door needs to be removed.</p> <p>4. The gutter on the side of the house has been fastened to siding in a way that the siding is pulling off.</p>	
7.31	10/03	E	Permission requested to extend and repair backyard patio.	Ongoing. Follow-up required.
7.32	10/03	E	Large bush in back yard may be broken and need to be replaced. Possibly damaged in last winter's heavy snow. If to be replaced, now is the time to do it.	Ongoing. Follow-up required.
7.33	10/14	E	Painters left tape and paper on rear of house.	RESOLVED
7.34	10/15	E	Dead tree removal – how much longer?	RESOLVED. The required permit from City of Surrey has just recently been received. Refer item 7.7 above
7.35	10/15	E	Waiting on a quote to remove laurel	RESOLVED. Refer item 7.19 above.
7.36	10/21	E	Capital Planning Suggestions	Referred to Capital Planning Committee
7.37	10/25	E	Garage painting date?	Ongoing. Carmichael Construction to handle – indicated this week. Refer to item 7.16
7.38	10/28	E	Garbage from clubhouse following a rental was dumped in owner's recycle bin.	Unacceptable. To be followed up with party who rented clubhouse.
7.39	10/29	E	Request to have AC expert speak to Council	Agreed – to be arranged.

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
September 24, 2018

Minutes of the BCS1501 Elgin Pointe strata council meeting held **September 24, 2018**
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Claudia Jantzi, Councillor at Large (Landscaping & Gardening Coordinator)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent (arrived at 2:50)
Trudi Heard, Recording Secretary

Owner-Observers: Gail Stevenson and Garry Warner
Ken Douglas (arrived at 2:45)
Dave Moreau (arrived at 3:05)

REGRETS: Peter Alpen, Councillor at Large

1. CALL TO ORDER

The meeting was called to order at 2:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

One error was noted in the minutes of the previous meeting of August 2, 2018: (Pg 5) The date of the next scheduled meeting should read **Monday** (not Thursday) September 24, 2018. With this correction noted, it was **MOVED (Jantzi), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of August 2, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: 5.12 **Capital Plan**

New Business: 8.9 **Delegation of Council Authority (re clubhouse)**

4. FINANCIAL

4.1 Financial Statements as of August 31, 2018:

CRF (Contingency Reserve Fund) balance: \$227,255.70
CRF year-end projection: \$270,376.45
Above figures include: \$100,000 invested in a 12-month term deposit at 2.33%
\$10,000 transferred to CRF from Retained Earnings (2017)

Special Levy Fund (SPL) stands at \$135,090.13

One owner remains in arrears (from May 31, 2018) but Property Management Agent Corneille advised the cheque has been received but not yet deposited to the account.

Operating budget - current year Profit and Loss balance: \$13,859.17

To date, financials remain on target relative to budget.

4.2 **Accounts Receivable as of August 31, 2018:** \$1,719.94

SPL arrears: \$1,719.94

Total outstanding Accounts Receivable: \$1,719.94

4.3 **Petty Cash Reconciliation as of September 24, 2018:** \$137.65

Refer to the Treasurer's reports attached.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

5. BUSINESS ARISING

5.1 **Gutter Caulking Repairs:** Work is completed as originally contracted (i.e. funnels and leaf catchers were installed on units 1-10, 37, 38 and 39); however, contractor was also asked to note additional repairs required and this work is ongoing.

5.2 **Trimming of Fascia Boards:** Work is ongoing. Contractor completed the work on all units which were part of this year's painting project but units painted in 2016 and 2017 will be done as contractor's crew is available.

5.3 **Exterior Painting Project:** Ongoing. Due to weather, final stage of the work is incomplete. Should be finished by end of September, weather permitting.

5.4 **Exterior Dryer Vent Cleaning:** Completed.

5.5 **Utilization of the Club House and Social Committee:** Discussion deferred.

5.6 **Parking Stall Line Repainting:** Completed.

5.7 **Cedar Hedge Replacement (at Main Entrance):** Replacing the cedar hedge with the same type of cedars seems to be the least expensive option. General pricing has been obtained from landscaping contractor Vista for the trees, delivery and labour and a formal quote is to be obtained.

It was **MOVED (Jantzi), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves spending up to \$3,000 to replace some trees in the main entrance hedge this fall.

5.8 **Window Washing:** Completed.

5.9 **Landscaping Contract (Expires January 31, 2019):** Landscaping represents the second largest expense of the strata and the current contract expires January 31, 2019. Contract will be reviewed and quotes obtained by the Landscaping Liaison.

Property Management Agent Corneille to provide Councillor Jantzi with names of other landscaping companies.

- 5.10 **Snow Removal:** Multiple quotes, including options for salt and alternatives, will be obtained.
- 5.11 **Owner Survey:** An owners' satisfaction survey will be prepared based on Elgin Pointe by-laws. Project is ongoing.
- 5.12 **Capital Plan:** Using the 2016 updated depreciation report as a guide, a long-term capital plan is to be prepared for the 2019 AGM and budget. A committee of four councillors and three owners has been formed which, headed by Treasurer Buttolph, will review the scope and timing of projects and identify costing.

6. COMMITTEE REPORTS

NOTE: *Going forward, the title of this section will be amended to "COMMUNICATION and COUNCILLOR REPORTS".*

6.1 Landscaping and Gardening:

- 6.1.1 Sprinkler System Maintenance/Updating: Discussion deferred.
- 6.1.2 Councillor Jantzi and President Hensman plan to meet with Kevin from Vista Landscaping and inspect the property together to determine what trimming, thinning and other special work is required outside the regular maintenance as outlined in the contract.
- 6.1.3 BC Plant Health attended and removed roots at various units but advised that this will be a recurring problem.

6.2 Maintenance:

- Four (4) window wells have been replaced/repared.
- Complex signage has been repaired and repositioned to be more visible.
- Several exterior lightbulbs have been replaced. It was noted during this process that some of the ballasts also need to be replaced – ongoing.

7. CORRESPONDENCE

- 7.1 – 7.50 As per attached List of Correspondence Issues.

8. NEW BUSINESS

- 8.1 **Irrigation Line Leak at Unit:** Following the discovery of a gushing leak in the irrigation line by the unit, a substantial sinkhole was found next to the foundation. The cause of the sinkhole is yet to be confirmed but it is believed the broken sprinkler line caused the washout. The perimeter drain line was completely blocked as a result. Further trenching will be required before repair work can begin. All costs for this work are being tracked separately.
- 8.2 **Elgin Pointe Newsletter:** The first Elgin Pointe online newsletter was published on Sept. 4 with positive feedback from owners.

As well, functionality has been added to the Elgin Pointe Community Website since early August, including:

- AGM, SGM and council documents collated by year.
- A Notices and Bulletins page has been added at the top level in the blog/newsfeed format with the newest post first.
- Owner usernames and email addresses have been reconciled with other existing external lists and updated on the website email list. NOTE: There are still a number of owners for whom email addresses are on file with Council but who are not yet registered on the website.
- Clubhouse Bookings page has been fixed.
- The online Bylaws document has been updated to make it indexed and searchable.
- A backup software plugin was installed to do regular back ups of the website.
- Counters were added to measure traffic and track page hits.

Further improvements planned for October are:

- To purchase and install SSL Certificate on the website to overcome the Google "Not Secure" issue.
- To set up auto notification (with individual opt-out option) in order to ensure notices are delivered to owners in a timely manner. There will be an "opt out" option for those who do not wish to receive the electronic notices.

Feedback regarding changes or ideas for further improvement are always welcome. Please send your comments to: bc1501webmaster@gmail.com

- 8.3 **CHOA Symposium:** Four (4) councillors will be attending the CHOA seminar in Richmond on Saturday, September 29, 2018. A variety of topics will be covered in the 6-hour presentation, including Record Keeping, Rentals, Marijuana, Changes in Legislation.
- 8.4 **Moisture Testing of Basements:** It has been agreed that the weather conditions are best for this testing between mid-November to mid-December. Carmichael Construction to perform moisture testing in at least 6 units.
- 8.5 **Communications with Owners:** Refer to item 8.2.
- 8.6 **Next Council Meeting:** The date of the next meeting has been re-scheduled. The new date is Monday, October 29, 2018 at 3:00.
- 8.7 **Clubhouse Cleaning:** The cleaners have given notice, that due to other commitments, they cannot continue cleaning the clubhouse. Scope of work to be developed for prospective cleaners. Property Manager to contact other companies to see if they might be interested in providing cleaning services. Council thought that it is time to have the carpets, sofas/chairs and blinds cleaned. Quotes to be obtained for this work.
- 8.8 **Website Security and Updates:** Refer to item 8.2.
- 8.9 **Delegation of Council Authority:** In accordance with BCS1501 Elgin Pointe by-laws, Council has the right to delegate authority to non-elected unit owners who volunteer their time, provided there is no delegation of authority to spend money without pre-approval by a majority of Council.

It was **MOVED (Douglas), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council delegates authority with respect to the booking of the clubhouse to **Becky Kronstad**.

- 8.10 **Smoke Detectors:** An owner reported that one of the hard-wired smoke detectors in his unit was no longer working and needed replacement. It is recommended that owners check smoke detectors on a regular basis (semi-annually) and replace as necessary.

DRAFT

9. MEETING ADJOURNED

The meeting adjourned at 4:35 pm.

The next meeting is scheduled for **Monday, October 29, 2018 at 3:00 pm** in the clubhouse.

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

Fiscal reports as follows (as per item 4 of minutes):

1. BCS1501 Treasurer's Report for Fiscal Month 2018.7 as at August 31, 2018
2. BCS1501 CRF Reconciliation 7 – August 31, 2018
3. BCS1501 SPL Reconciliation 7 – August 31, 2018
4. BCS1501 Income-Expense Reconciliation 7 – August 31, 2018
5. BCS1501 Petty Cash Balance Sheet – September 24, 2018

6. List of Correspondence Issues as at September 24, 2018 (as per item 7 of minutes)

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES
 As per Item 7 of the minutes of council meeting of SEPTEMBER 24, 2018

Correspondence type: L = letter E = email P = phone call

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE REC'D (mm/dd)	TYPE	ISSUE	STATUS
7.1	02/22	E	Floor separation and garage drywall shrinkage	Ongoing. No further action required by council. Owner to provide council IN WRITING: 1) the name and company of the engineer the owner chose and contacted for his second opinion; as well as 2) confirmation of his agreement with that engineer's findings that no further repairs are required.
7.2	03/02	E	Dark spot on the entrance way ceiling	Ongoing.
7.3	04/26	E	Missing mesh over downspout.	Ongoing – part of gutter repair project.
7.4	04/30	E	Front entry wall – damp.	Ongoing.
7.5	05/28	E	Prune maple trees in the back yard	Ongoing – quote received and approved by Council. Work to be scheduled.
7.6	06/04	E	Overgrown trees in the backyard	Ongoing – to be trimmed (Vista).
7.7	06/19	E	Diseased tree out front	Tree is dead. To be removed – ongoing. Removal requires permit from City of Surrey which may take time but has been requested.
7.8	06/20	E	Gate post collapsing.	Ongoing. Carmichael Construction has been called.
7.9	06/21	E	Uneven stepping stone	Ongoing.

7.10	06/25	E	Garlic, onion plants in front yard	RESOLVED.
7.11	06/29	E	Owner's son's vehicle parked in visitor's parking	RESOLVED.
7.12	07/03	E	Rotting fascia at rear	RESOLVED.
7.13	07/11	E	Woodpecker damaging fence post	Carmichael Construction has been called.
7.14	07/22	E	Re-damaged irrigation line	COMPLETED.
7.15	07/23	E	Rotting metal fence posts in backyard	Ongoing – wooden retaining wall (to which metal fence was attached) requires replacing. Carmichael Construction to do the work.
7.16	07/25	E	Rotting fence post in backyard.	Carmichael Construction to be called.
7.17	07/25	E	Rotting fence post between 16 and 17.	Disregard – duplicate of above item.
7.18	07/26	E	Driveway hedge, thank you for pruning and want it pruned down to the stump on the driveway side	RESOLVED.
7.19	07/27	E	Two wasp nests on the roof	COMPLETED.
7.20	07/31	E	Leaning retaining wall between units 12 and 13.	RESOLVED.
7.21	08/05	E	Query about trim painting	RESOLVED.
7.22	08/06	E	Air conditioner – smaller unit proposed	Discussion deferred due to time constraints.
7.23	08/07	E	Air conditioner – info from contractor	As above.
7.24	08/07	E	Rotten window well 20/21	COMPLETED.
7.25	08/08	E	Laurel pruning along driveway	COMPLETED.
7.26	08/08	E	Power washing of sidewalks from Units 1-6 to 32 nd Avenue	RESOLVED. Not within budget.
7.27	08/10	E	People walking on roof tiles	RESOLVED.
7.28	08/13	E	Removal of hedge	RESOLVED.
7.29	08/13	E	Outside electrical outlet not working	RESOLVED. SPECIAL NOTE TO OWNERS: For all exterior GFCI outlets, only one will have a reset button on it - usually the

				outlet on the front walkway. If <u>any</u> of the exterior outlets faults out and fails to work, the reset button must be pressed in order to reset the entire circuit. There is no reset on the breaker panel in the basement for the exterior outlets.
7.30	08/15	E	Special levy refund and monitoring of contractors	Ongoing. Final costs not yet known.
7.31	08/15	E	Garage ceiling painting	Ongoing – in progress.
7.32	08/16	E	Air conditioner contractor – forwarded info	Discussion deferred due to time constraints.
7.33	08/29	E	Dead rat on patio	RESOLVED.
7.34	09/03	E	Clubhouse rental	RESOLVED.
7.35	09/04	E	Gate remote cover	RESOLVED.
7.36	09/06	E	Cutting down of shrub	RESOLVED.
7.37	09/06	E	Response re: overgrown shrubs	RESOLVED.
7.38	09/06	E	Request to trim hedge in front of unit	Ongoing – trim height agreed by Council.
7.39	09/11	E	Garage door spring broken and gas meter repair – owner expense?	Garage door spring replacement: Owner's expense. Gas meter repair. Strata expense. SPECIAL NOTE TO OWNERS: The average life of garage door springs is 7 – 9 years but varies depending on usage. Garage doors with aging springs put a significant load on the garage door opener. By not replacing an aging spring it may eventually result in the garage door opener failing. It is recommended that the garage door spring be checked.
7.40	09/12	E	Basement windows weren't cleaned	COMPLETED.
7.41	09/13	E	Substance on front door (from painting)?	COMPLETED.
7.42	09/14	E	Mold in window well – requesting permission to paint	RESOLVED.
7.43	09/15	E	Remove hedge between units and replace with cedar hedge	Numerous issues require consideration by council. Discussion deferred pending firm agreement by owners to proceed after quotes obtained.

7.44	09/15	E	Windows not cleaned properly	RESOLVED.
7.45	09/16	E	Roof gable fascia leak	Ongoing.
7.46	09/16	E	Dead tree in back yard	RESOLVED.
7.47	09/17	E	Missing window grill bar and missing soffit	Window grill bar: Completed. Soffit: Ongoing.
7.48	09/18	E	Picket fence collapsed between 63 and 64	Ongoing – repairs to be done by Carmichael Construction
7.49	09/18	E	Plugged gutter	RESOLVED.
7.50	09/24	In person	Some of the hard-wired smoke alarms in owner's home were found to be non-functioning. Original units, installed by the builder, have a 10-year warranty and are due past or due for replacement.	Discussion deferred to next meeting. SPECIAL NOTE TO OWNERS: Smoke detectors should be checked annually. Given that many of the hard-wired units are due for replacement these should be checked and replaced as necessary.

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Elgin Pointe Strata Corporation – BCS1501

Treasurers Report as of August 31st, 2018.

For Council Meeting of September 24th, 2018.

- 1) Financial position remains on track relative to budget.
- 2) CRF fund stands at \$227,255.70. Fiscal year end projection is \$270,376.45.
 - a. Includes \$100,000 invested in a 12-month term deposit @2.33%
 - b. Includes \$10,000 transferred in from Retained Earnings (2017)
- 3) SPL fund stands at \$135,090.13. 1 owner in arrears as of August 31st.
- 4) AR total outstanding = \$1,719.94
 - a. SPL arrears = \$1,719.94
- 5) Operating Budget: Current Year P & L Balance = \$13,859.17
- 6) Petty Cash balance on hand = \$137.65

Attachments:

- 1) CRF Reconciliation
- 2) SPL Reconciliation
- 3) Profit & Loss Reconciliation
- 4) Petty Cash Reconciliation

Gordon Buttolph

Treasurer BCS1501

BCS1501 CRF - FISCAL 2018.7

BCS1501 CRF Reconciliation (to August 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)
 RED = FORECAST (Based on 2018 Budget)

	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing Balance (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to D/A)	CRF Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments out (to Term Deposit)	CRF Term Deposit	CRF TD Interest
ACTUAL												
Jan 31 2018	\$177,435.47	\$0.00	\$177,435.47	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00	\$0.00	\$0.00
Feb 28 2018	\$182,234.77	\$0.00	\$182,234.77	\$167,651.66	\$4,583.33	\$0.00	\$0.00	\$219.15	\$0.00	\$0.00	\$0.00	\$0.00
Mar 31 2018	\$167,651.66	\$0.00	\$167,651.66	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00	\$0.00	\$0.00
Apr 30 2018	\$172,458.26	\$0.00	\$172,458.26	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$191,792.32	\$0.00	\$191,792.32	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00	\$0.00	\$0.00
June 30 2018	\$200,261.75	\$0.00	\$200,261.75	\$208,734.57	\$8,215.35	\$0.00	\$0.00	\$257.47	\$0.00	\$0.00	\$0.00	\$0.00
July 31 2018	\$208,734.57	\$0.00	\$208,734.57	\$227,255.70	\$8,215.35	\$0.00	\$10,000.00	\$305.78	\$0.00	\$100,000.00	\$100,000.00	\$0.00
August 31 2018	\$127,255.70	\$100,000.00	\$227,255.70									
FORECAST												
Sept 30 2018				\$235,866.05	\$8,215.35	\$0.00	\$0.00	\$162.00	\$0.00	\$0.00	\$0.00	\$233.00
Oct 31 2018				\$244,481.40	\$8,215.35	\$0.00	\$0.00	\$167.00	\$0.00	\$0.00	\$0.00	\$233.00
Nov 30 2018				\$253,104.75	\$8,215.35	\$0.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$233.00
Dec 31 2018				\$261,735.10	\$8,215.35	\$0.00	\$0.00	\$182.00	\$0.00	\$0.00	\$0.00	\$233.00
Jan 31 2019				\$270,376.45	\$8,215.35	\$0.00	\$0.00	\$193.00	\$0.00	\$0.00	\$0.00	\$233.00
Totals				\$270,376.45	\$98,584.20	-\$19,385.63	\$10,000.00	\$2,577.41	\$0.00	-\$100,000.00	\$100,000.00	\$1,165.00
Average/Unit				\$3,537.58								

2018 Budget	\$385,504.00
Operating Costs	\$286,919.20
CRF Contribution	\$98,584.80

BCS1501 OPERATING BUDGET - FISCAL 2018.7

BCS1501 Income & Expense Reconciliation (to August 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
Jan 31 2018	\$0.00	\$0.00					
Feb 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$42.50	\$27,735.33	-\$20,974.83	\$6,760.50
Mar 31 2018	\$10,937.56	\$10,937.56	\$27,692.83	\$29.72	\$27,722.55	-\$23,545.49	\$4,177.06
Apr 30 2018	\$30,335.66	\$30,335.66	\$40,989.97	\$85.56	\$41,075.53	-\$21,677.43	\$19,398.10
May 31 2018	\$17,036.79	\$17,036.79	\$32,125.11	\$123.86	\$32,248.97	-\$45,547.84	-\$13,298.87
June 30 2018	\$22,486.41	\$22,486.41	\$32,125.13	\$88.53	\$32,213.66	-\$26,764.04	\$5,449.62
July 31 2018	\$17,488.21	\$17,488.23	\$32,125.11	\$86.52	\$32,211.63	-\$37,209.81	-\$4,998.18
August 31 2018	\$13,859.17	\$13,859.19	\$32,125.11	\$43.84	\$32,168.95	-\$35,797.99	-\$3,629.04
FORECAST							
Sept 30 2018	\$0.00	\$16,034.32	\$32,125.13	\$50.00	\$32,175.13	-\$30,000.00	\$2,175.13
Oct 31 2018	\$0.00	\$18,209.45	\$32,125.13	\$50.00	\$32,175.13	-\$30,000.00	\$2,175.13
Nov 30 2018	\$0.00	\$22,384.58	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
Dec 31 2018	\$0.00	\$26,559.71	\$32,125.13	\$50.00	\$32,175.13	-\$28,000.00	\$4,175.13
Jan 31 2019	\$0.00	\$5,734.84	\$32,125.13	\$50.00	\$32,175.13	-\$53,000.00	-\$20,824.87
Totals	\$0.00	\$5,734.84	\$385,501.74	\$750.53	\$386,252.27	-\$380,517.43	\$5,734.84
Monthly Avg/Unit			\$422.70		\$423.52		
Annual Avg/Unit			\$5,072.39		\$5,082.27		

Fiscal 2018: Operating Budget: \$386,553.40

BCS1501 - FISCAL 2018
 Petty Cash: BALANCE SHEET as of September 24th, 2018.8
 Provided for Council Meeting of September 24th, 2018

STATUS	INVOICE DATE	OPENING BALANCE	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING BALANCE	PAID TO	UNIT #	ITEM DESCRIPTION	ACCOUNT CODE
O/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	301.65	Opening Balance			
PAID	02/01/2018	\$301.65	\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	-\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	-\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	-\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	-\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	\$47.18	\$0.02	\$47.20	\$0.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$0.35	\$78.44	\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	-\$78.10	\$217.85	\$0.00	\$0.00	\$139.75	Petty Cash		Petty Cash Advance	
PAID	06/20/2016	\$139.75	-\$71.66	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6601
PAID	06/28/2018	\$68.10	-\$110.88	-\$0.02	-\$110.90	-\$42.80	Gordon Buttolph	45	Programmable Thermostat for CH basement	6307
PAID	06/30/2018	-\$42.80	-\$8.41	\$0.01	-\$8.40	-\$51.20	Dave Mori	36	Flags to indicate fresh concrete curbs	6307
PAID	07/12/2018	-\$51.20	-\$44.80	\$0.00	-\$44.80	-\$96.00	Becky Kronstad	8	10 Bags garden soil to fill root ball holes	6305
PAID	07/04/2018	-\$96.00	-\$51.42	\$0.02	-\$54.80	-\$140.80	Steve Thackray	57	Motion sensor replacement	6307
PAID	07/18/2018	-\$140.80	-\$221.72	\$0.02	-\$221.70	-\$362.50	Gordon Buttolph	45	Deck box for Club House Patio (Storage)	6601
PAID	07/19/2018	-\$362.50	-\$9.14	-\$0.01	-\$9.15	-\$371.65	Gordon Buttolph	45	Hardware to secure deck box	6601
PAID	07/19/2018	-\$371.65	-\$154.94	-\$0.01	-\$154.95	-\$526.60	Peter Alpen	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$526.60	-\$26.67	\$0.02	-\$26.65	-\$553.25	Gordon Buttolph	47	Repair materials for Club house window well	6307
PAID	07/20/2018	-\$553.25	-\$37.15	\$0.00	\$37.15	-\$590.40	Peter Alpen	47	Repair materials for Club house window well	6307
RECEIVED	07/31/2018	-\$590.40	\$898.65	\$0.00	\$898.65	\$308.25	Petty Cash		Petty Cash Advance	
PAID	07/25/2018	\$308.25	-\$24.76	\$0.01	-\$24.75	\$283.50	Gordon Buttolph	45	Hose Hangers for Electrical Room	6307
PAID	07/27/2018	\$283.50	-\$195.89	\$0.01	-\$195.90	\$87.60	Gordon Buttolph	45	10 new chairs for Club House	6601
PAID	30/06/2018	\$87.60	\$14.15	\$0.00	-\$14.15	\$73.45	Gordon Buttolph	45	Water shut-off cover repairs: unit #40	6307
PAID	04/08/2018	\$73.45	-\$33.59	-\$0.01	-\$33.60	\$39.85	Gordon Buttolph	45	Heavy Duty limb trimmer for Strata use	6601
PAID	06/08/2018	\$39.85	-\$134.01	\$0.01	-\$134.00	-\$94.15	Gordon Buttolph	45	Wheelbarrow/Cart for Strata use	6601
PAID	11/08/2018	-\$94.15	-\$74.49	-\$0.01	-\$74.50	-\$168.65	Becky Kronstad	8	Replace broken pruning shears	6601
PAID	14/08/2108	-\$168.65	-\$7.80	\$0.00	-\$7.80	-\$176.45	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	15/08/2018	-\$176.45	-\$144.28	-\$0.02	-\$144.30	-\$320.75	Gordon Buttolph	45	Repair materials for Unit 20 window-well	6307
PAID	16/08/2018	-\$320.75	-\$2.60	\$0.00	-\$2.60	-\$323.35	Gordon Buttolph	45	Spikes for window-well repairs	6307
PAID	17/08/2018	\$323.35	-\$150.00	\$0.00	-\$150.00	-\$473.35	Linda Hensman	31	CHOA seminar fees for 4 Council members	6601
PAID	18/08/2018	-\$473.35	-\$166.27	\$0.02	-\$166.25	-\$639.60	Gordon Buttolph	45	Repair materials for Unit 19 window-well	6307
RECEIVED	13/09/2018	-\$639.60	\$947.84	-\$0.01	\$947.85	\$308.25	Petty Cash		Petty Cash Advance	
PAID	17/08/2018	\$308.25	-\$63.05	\$0.00	-\$63.05	\$245.20	Peter Alpen	47	Thank you gift for Painting Crew	6601
PAID	05/09/2018	\$245.20	-\$31.07	\$0.02	-\$31.05	\$214.15	Gordon Buttolph	45	Safety reflectors and roof cleaning pole	6307
PAID	30/08/2018	\$214.15	-\$30.21	\$0.01	-\$30.20	\$183.95	Gordon Buttolph	45	Wooden stakes to rebuild Unit # signs	6307
PAID	01/09/2018	\$183.95	-\$5.00	\$0.00	-\$5.00	\$178.95	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
PAID	31/08/2018	\$178.95	-\$15.08	-\$0.02	-\$15.10	\$163.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307
PAID	30/08/2018	\$163.85	-\$10.00	\$0.00	-\$10.00	\$153.85	Gordon Buttolph	45	Plastic Reflectors for Unit # signs	6307

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
August 2, 2018

Minutes of the BCS1501 Elgin Pointe strata council meeting held **August 2, 2018**
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Claudia Jantzi, Councillor at Large (Landscaping and Gardening Coordinator)
Glenn Roy, Councillor at Large (Website/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

Owner-Observers: Agnes and Harold Ens
Maria Lange
Dave Mori

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:05 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Douglas), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of June 25, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.3 Roles and Responsibilities
8.4 Delegation of Authority – Landscaping, Social, Maintenance

4. FINANCIAL

4.1 Financial Statements as of June 30, 2018:

CRF (Contingency Reserve Fund) balance: \$200,261.75

CRF year-end projection: \$259,685.20

Year to date there have been no extraordinary expenses and financials remain on target relative to budget.

4.2 **Accounts Receivable as of June 30, 2018:**

The Special Levy Fund (SPL) as at June 30 was \$127,223.12 with six owners in arrears. (Payment was due May 31.)

As at the August 2 meeting, only one owner was still in arrears and was being followed up by Property Management Agent.

In addition to the SPL, there is also an underpayment of \$55.70 in strata fees from one owner, also being followed up by Property Management Agent.

4.3 **Petty Cash Reconciliation as of August 2, 2018:** \$308.25 balance

Refer Treasurer's Report as of June 30, 2018, attached.

It was **MOVED (Douglas), SECONDED (Roy) and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.4 **Transfer \$10,000 from Retained Earnings to CRF:**

It was **MOVED (Buttolph), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the transfer of \$10,000.00 from Retained Earnings to CRF to generate interest. The transfer would leave \$7,225 as Retained Earnings in the Operating Account.

4.5 **Invest \$100,000 in Term Deposit:**

It was **MOVED (Buttolph), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves investing \$100,000 (from CRF) in a 12-month term deposit with TD Bank at the best available fixed rate of return. These funds would be accessible within the term if needed (forfeiting any earned interest).

Under the BC Strata Property Act, it is permitted to invest monies in the CRF in guaranteed investment certificates or term deposits if they are insured by CDIC. (Note that the first \$100,000 with any given institution is insured under CDIC.) See BC Strata Act Regulations 6.11(b)

5. **BUSINESS ARISING**

5.1 **Gutter Caulking Repairs Update:** Completed with five units requiring a call-back.

5.2 **Trimming of Fascia Boards Update:** All trimming of fascia boards has been completed where required. The trimmed fascia board ends will be painted after the main painting project is completed.

5.3 **Exterior Painting:** Project is progressing well due to dry weather. At the current rate of progress, the work should be completed in the 3rd – 4th week of August.

5.4 **Dryer Vent Cleaning:** Quote from Air Vac Services is \$1,064 + tax.

It was **MOVED (Buttolph), SECONDED (Jantzi) and CARRIED** that the Elgin Pointe Council approves this quote.

→ **NOTE:** This is to clean the external access of dryer vents (from the roof). **Internal cleaning is the responsibility of owners** and should be performed regularly to reduce risk of fire. Owners will be given the option to have Air Vac Services do an inside vent

cleaning. Details will be provided separately once dates have been set for the external cleaning.

- 5.5 **Clubhouse Hot Water Tank Replacement and Furnace Fan Installation:** The hot water tank has been replaced. As well, a programmable fan was installed on the furnace to aid with air circulation.
- 5.6 **Pressure Washing:** Completed, including gutters along driveways.
- 5.7 **Roof Repair:** Completed.
- 5.8 **Utilization of the Clubhouse and Social Committee:** Deferred. Action Plan to be created.
- 5.9 **Parking Stall Line Repainting:** Scheduled for August 8.
- 5.10 **Cedar Hedge Replacement:** Ongoing. Two quotes have been received to replace 12 emerald cedars but no action was taken or plan agreed by Council. If trees are replaced, early fall is the time to plant; however, there is concern regarding damage to the irrigation system from root entanglement as well as to neighbouring healthy cedars when removing the roots of the trees which have been cut. Council is exploring alternatives to the cedar hedge.
- 5.11 **Enterphone Replacement:** A quote of \$4,580 + tax has been obtained but no motion was tabled. Quote will be put in the Capital Plan.
- 5.12 **Visitor Parking Passes:** No interest in this matter has been shown. Will not be pursued at this time.
- 5.13 **Window Washing:** A quote of \$4,000 + tax has been obtained from Apex Property Maintenance.
- It was **MOVED (Palmer), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves this quote.
- Work to be done in September after the painting project is completed.
- 5.14 **Landscaping Contract:** Discussion deferred.
- 5.15 **Snow Removal:** Following the recent concern expressed by a former member of Council regarding the accuracy of billings for services provided last winter, Property Management Agent Corneille reviewed billing with contractor. Per contractor's records, the strata was **undercharged** by \$600 (for two uncharged visits) but due to the time elapsed the contractor will not present a bill for the monies due.
- 5.16 **Transom Window Coverings (Colours and Styles):** A removable opaque adhesive film has been applied to the window and approved by Council. Details of approved window coverings will be posted on the Elgin Pointe website.
- 5.17 **Minutes in Draft:** It was agreed by Council that the current procedure will continue. Draft minutes are reviewed by the President, Secretary and Property Manager then posted on the website in draft. At the next council meeting, minutes are reviewed by all councillors and adopted noting changes required.
- 5.18 **Email Correspondence Between Strata Agent and Individual Council Members – Legal Opinion Update:** Per the legal opinion obtained by Property Management Agent Corneille, any email correspondence between the Strata Agent and individual councillors is deemed to be private and not strata property. Any correspondence between the Strata Agent and **all** councillors is deemed to be strata property.

- 5.19 **Capital Plan for 2019 and future years:** Council will be developing a long-term capital plan. Treasurer Buttolph to lead initiative.

6. COMMITTEE REPORTS

6.1 Gardening and Landscaping:

6.1.1 The irrigation system requires updating because of plant growth. Quotes have been obtained from University Sprinklers to repair or replace various sections of the system. Property Management Agent Corneille to obtain another quote. Depending on cost and budget, some work may be completed this year. Costs will be included in Capital Planning. (Refer item 5.19)

6.1.2 Quote obtained from BC Plant Health Care for pruning of trees, tree roots and tree removal and replacement is \$2,766.65 + tax.

It was **MOVED (Buttolph), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council approves this quote plus up to 10% more to include the removal of two additional roots.

6.1.3 Plant Purchase Request: Council unanimously approved the Landscape & Gardening Liaison (Becky Kronstad) to spend up to \$500.00 for replacement shrubs to be planted in the fall in the following areas:

In front of units 37-38
In front of units 59-60
In front of units 61-62
Common area by unit 18

6.1.4 Pruning of Spireas: Council approved heavy pruning of spirea bushes throughout the complex to control size. (To be done in fall or spring)

6.2 Maintenance.

6.2.1 Large resin storage box has been securely installed in the clubhouse patio and houses the tree watering bags. It can double as additional seating as required.

6.2.2 One wooden window well on the SE side of the clubhouse recently collapsed during the painting project and has been repaired.

6.2.3 Irrigation head was replaced.

→ All owner-observers were asked to leave at this time. (4:36pm).

7. CORRESPONDENCE

7.1 – 7.42 See attached List of Correspondence Issues

8. NEW BUSINESS

8.1 **Owner Survey:** Secretary Palmer volunteered to be the lead on this initiative.

8.2 **Membership in Condominium Home Owners' Association of British Columbia (CHOA):**

- Strata Corporate Membership in CHOA was proposed as it serves as a resource for Council on strata related matters (e.g. advice, monthly journals, bulletins and seminars etc.) Additionally, owners have access to the services of the Association for matters concerning their individual strata lots.

It was **MOVED (Buttolph), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the annual Strata Corporate Membership fee of \$418.00 to join CHOA.

8.3 **Roles and Responsibilities (Council Positions):** Positions were reviewed and some agreed by Council during an informal meeting held immediately prior to the formal council meeting this date. It was proposed that there be two secretarial positions (administrative and social). This was to be discussed further prior to the next meeting. In the meantime, Councillor Palmer agreed to continue to serve in the Secretary position. A Maintenance Coordinator position was suggested. Councillor Alpen to review role and responsibilities and indicate whether he would assume the position. The agreed positions of the new council as of the meeting are as follows:

Linda Hensman:	President
Pat Douglas:	Vice-President
Gordon Buttolph:	Treasurer
Sylvia Palmer:	Secretary
Peter Alpen:	Councillor at Large
Claudia Jantzi:	Councillor at Large (Landscaping and Gardening Coordinator)
Glenn Roy:	Councillor at Large (Website/Communications Coordinator)

8.4 **Delegation of Authority:** In accordance with BCS1501 Elgin Pointe Bylaws, Council has the right to delegate authority to non-elected unit owners who volunteer their time, provided there is no delegation of authority to spend funds without pre-approval by a majority of Council.

It was **MOVED (Buttolph), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council delegates authority with respect to landscaping and gardening to **Becky Kronstad**.

It was **MOVED (Roy), SECONDED (Jantzi) and CARRIED** that the Elgin Pointe Council delegates authority with respect to social events to **Lorraine Peck**.

It was **MOVED (Alpen), SECONDED (Buttolph) and CARRIED** that the Elgin Pointe Council delegates authority with respect to irrigation system maintenance and minor electrical work to **Blake Stewart**.

The meeting adjourned at 5:15 pm.

The next meeting is scheduled for **Thursday, September 24, 2018 at 3:00 pm** in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

1. List of Correspondence as at August 2, 2018. (refer Item 7 of minutes)
2. BCS1501 Treasurer's Report as at June 30, 2018. (refer Item 4 of minutes)

DRAFT

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES (PER ITEM 7 OF MINUTES)
 As of council meeting of: **AUGUST 2, 2018**

Correspondence type: L = letter E = email P = phone call

ITEM NO.	TYPE	ISSUE	STATUS
7.1	E	Dark spot on the entrance way ceiling	Ongoing – waiting for rain.
7.2	E	Leaking gutter	RESOLVED – cleared blockage.
7.3	E	Missing mesh over downspout.	Ongoing – part of gutter repair project.
7.4	E	Front entry wall – damp.	Ongoing – waiting for rain.
7.5	E	Request permission to install opaque adhesive film on transom window above front door.	INSTALLED, APPROVED.
7.6	E	Prune maple trees in the back yard	Quote received and approved by Council. Work to be scheduled.
7.7	E	Not available to water the trees on the common area next to unit	RESOLVED
7.8	E	Dogwood trees in the back need pruning	COMPLETED
7.9	E	Overgrown trees in the backyard	Possibly completed (to be checked)
7.10	E	Diseased tree out front	Tree is dead. To be removed.
7.11	E	Gate post collapsing.	Ongoing. Carmichael Construction has been called.
7.12	E	Uneven stepping stone	Quote for additional gravel to be obtained from Art Knapp's and/or Burnco
7.13	E	Roof debris, clogged gutters	RESOLVED
7.14	E	Garlic, onion plants in front yard	Contrary to EP Bylaws.
7.15	E	Owner vehicle (son's) parked in visitors parking	Ongoing.

7.16	E	Driveway hedge needs pruning	COMPLETED
7.17	E	Broken roof tiles from the painting pressure washing	RESOLVED
7.18	E	Rotting fascia at rear	Mitre corner of gutter failed. To be replaced as part of ongoing gutter repair project.
7.19	E	Grid over window well noted to pose potential safety hazard in event of an emergency requiring exit through basement window due to the weight of the metal grids.	Cost would be approx. \$262 per grid to replace with lighter weight aluminum grids. OWNERS WHO ARE CONCERNED SHOULD CONTACT THE PROPERTY MANAGEMENT AGENT FOR OPTIONS.
7.20	E	Looking forward to refund cheque for the exterior painting assessment.	RESOLVED pending completion of painting.
7.21	E	Wasp nest	COMPLETED.
7.22	E	Wasp nest	COMPLETED.
7.23	E	Paint left on stones by painters	RESOLVED
7.24	E	Woodpecker damaged fence post	Carmichael Construction to be called.
7.25	E	Permission to build a 6 ft privacy fence to match neighbours	Approved at owner's expense.
7.26	E	Next council meeting date?	Completed
7.27	E	Noisy front gate	RESOLVED.
7.28	E	Rippled carpets	RESOLVED.
7.29	E	Wasps	RESOLVED.
7.30	E	Rock facing coming off	RESOLVED.
7.31	E	Snow removal overcharges	RESOLVED. (refer item 5.15)
7.32	E	Overpayment of curb invoice	RESOLVED.
7.33	E	Son of owner emailing about special levy	RESOLVED.
7.34	E	Re-damaged irrigation line	Ongoing.

7.35	E	Rotting metal fence posts in backyard	To be investigated by Maintenance Committee.
7.36	E	Installation of an air conditioner	Declined based on info provided by Owner.
7.37	E	Rotting fence post in backyard	Carmichael Construction to be called.
7.38	E	Rooting fence post between units	Carmichael Construction to be called.
7.39	E	Driveway hedge want it pruned down to the stump on the driveway side	To follow up with Vista (James)
7.40	E	Two wasp nests on the roof	Ongoing
7.41	E	Leaning retaining wall between units	Maintenance Committee to investigate.
7.42	E	Weather stripping at front door needs replacing.	RESOLVED - Owner's expense.

DRAFT

**Elgin Pointe Strata Corporation – BCS1501
Treasurers Report as of June 30th, 2018.**

For Council meeting of August 2nd, 2018

- 1) Financial position remains on track relative to budget.
- 2) CRF fund stands at \$200,261.75. Fiscal year end projection is \$259,685.20.
- 3) SPL fund stands at \$127,223.12. 6 owners were in arrears as of June 30th.
- 4) AR total outstanding = \$9,362.35
 - a. SPL arrears = \$9,237.83
 - b. Strata fee arrears = \$124.52.
- 5) Operating Budget: Current Account balance = \$22,486.21.
- 6) Retained earnings (from Fiscal 2017) = \$17,225.63.
- 7) Petty Cash balance on hand = \$308.25.

Attachments:

- 1) CRF Reconciliation
- 2) SPL Reconciliation
- 3) Profit & Loss Reconciliation (NEW REPORT)

Gordon Buttolph
Treasurer BCS1501

DRAFT

BCS1501 CRF - FISCAL 2018.

BCS1501 CRF Reconciliation (to June 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

	Closing Balance (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments out
ACTUAL								
Jan 31 2018	\$177,435.47	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$215.97	\$0.00	\$0.00
Feb 28 2018	\$182,234.30	\$167,651.66	\$4,583.33	\$19,385.63	\$0.00	\$219.19	\$0.00	\$0.00
Mar 31 2018	\$167,651.66	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00
Apr 30 2018	\$172,458.26	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00
May 31 2018	\$191,792.32	\$200,261.75	\$8,215.35	\$0.00	\$0.00	\$254.08	\$0.00	\$0.00
June 30 2018	\$200,261.75							
FORECAST								
July 31 2018	\$0.00	\$208,725.10	\$8,215.35	\$0.00	\$0.00	\$248.00	\$0.00	\$0.00
Aug 31 2018	\$0.00	\$217,195.45	\$8,215.35	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00
Sept 30 2018	\$0.00	\$225,672.80	\$8,215.35	\$0.00	\$0.00	\$262.00	\$0.00	\$0.00
Oct 31 2018	\$0.00	\$234,157.15	\$8,215.35	\$0.00	\$0.00	\$269.00	\$0.00	\$0.00
Nov 30 2018	\$0.00	\$242,659.50	\$8,215.35	\$0.00	\$0.00	\$287.00	\$0.00	\$0.00
Dec 31 2018	\$0.00	\$251,168.85	\$8,215.35	\$0.00	\$0.00	\$294.00	\$0.00	\$0.00
Jan 31 2019	\$0.00	\$259,685.20	\$8,215.35	\$0.00	\$0.00	\$301.00	\$0.00	\$0.00
Totals:		\$259,685.20	\$98,584.20	-\$19,385.63	\$0.00	\$3,051.15	\$0.00	\$0.00
Avg. Per Unit		\$3,416.91						

2018 Budget	\$385,504.00
Operating Costs	\$285,919.20
CRF Contribution	\$98,584.80

BCS1501 SPL - FISCAL 2018.

BCS1501 SPL Reconciliation (to June 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (to CRF)
Jan 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feb 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mar 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apr 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
June 30 2018	\$127,223.12	\$127,223.12	\$12,834.44	\$58.77	\$3,597.83	\$0.00
FORECAST						
July 31 2018	\$0.00	130,020.95	\$5,237.83	\$60.00	-\$2,500.00	\$0.00
Aug 31 2018	\$0.00	131,534.95	\$4,000.00	\$14.00	-\$2,500.00	\$0.00
Sept 30 2018	\$0.00	6,534.95	\$0.00	\$0.00	-\$125,000.00	\$0.00
Oct 31 2018	\$0.00	6,534.95	\$0.00	\$0.00	\$0.00	\$0.00
Nov 30 2018	\$0.00	6,534.95	\$0.00	\$0.00	\$0.00	\$0.00
Dec 31 2018	\$0.00	6,534.95	\$0.00	\$0.00	\$0.00	\$0.00
Jan 31 2019	\$0.00	6,534.95	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	6,494.95	\$0.00	\$0.00	\$0.00	\$39.99
Totals		\$6,494.96	\$140,000.01	\$132.77	-\$133,597.83	\$39.99
Avg. Per Unit			\$1,842.11			

2018 Budget	\$140,000.00
Special Assessment	\$140,000.00

BCS1501 OPERATING BUDGET - FISCAL 2018.

BCS1501 Profit & Loss Reconciliation (to June 30th, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	M/E BALANCE Current Account (from Statements)	M/E BALANCE Current Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
Jan 31 2018	\$0.00	\$0.00	\$27,692.83	\$0.00	\$27,692.83	\$10,974.83	\$16,718.00
Feb 28 2018	\$6,760.50	\$6,760.50	\$27,692.83	\$29.72	\$27,722.55	\$23,345.99	\$4,376.56
Mar 31 2018	\$10,937.56	\$10,937.56	\$0,989.97	\$85.56	\$41,075.53	\$21,677.43	\$19,398.10
Apr 30 2018	\$10,335.66	\$10,335.66	\$32,175.13	\$123.86	\$32,298.99	\$45,547.34	\$13,248.35
May 31 2018	\$17,036.79	\$17,036.79	\$32,175.13	\$88.53	\$32,263.66	\$26,764.04	\$5,499.62
June 30 2018	\$22,486.41	\$22,486.41					
FORECAST							
July 31 2018	\$0.00	\$24,661.54	\$32,125.13	\$50.00	\$32,175.13	\$80,000.00	\$47,824.87
Aug 31 2018	\$0.00	\$16,836.67	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Sept 30 2018	\$0.00	\$19,011.80	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Oct 31 2018	\$0.00	\$21,186.93	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Nov 30 2018	\$0.00	\$25,362.06	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Dec 31 2018	\$0.00	\$29,537.19	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Jan 31 2019	\$0.00	\$8,712.52	\$32,125.13	\$50.00	\$32,175.13	\$30,000.00	\$2,175.13
Totals	\$0.00	\$8,712.32	\$385,501.78	\$720.17	\$386,221.95	\$377,509.63	\$8,712.32
Monthly Avg/Unit			\$422.70		\$423.49		
Annual Avg/Unit			\$5,072.39		\$5,081.87		

Fiscal 2018: Operating Budget: \$386,553.40

BCS 1501 - ELGIN POINTE

SPECIAL GENERAL MEETING MINUTES – July 9, 2018

Minutes of the BCS 1501 - Elgin Pointe Special General Meeting held Monday, July 9, 2018 at the Clubhouse, 14655 32nd Avenue, South Surrey, BC

PRESENT:

The Council was deemed to have resigned prior to the start of this meeting.

PROPERTY MANAGEMENT AGENT

Cristin Corneille

1. Call to Order

The meeting was called to order at 7:00 p.m. by owner Robert Smith.

2. Information Regarding a Presiding Chair for the Meeting

The owners were advised by owner Robert Smith that a Presiding Chair must be elected by the ownership in the event either the Council President or Vice President do not wish to act in this capacity, as per the corporation's bylaw 31(3). Both the Council President and Vice President confirmed prior to this meeting they did not wish to chair the meeting. Robert Smith offered to preside at this meeting.

3. Calling of the Roll and Certification of Proxies

The calling of the roll and the certification of proxies was undertaken for the purpose of establishing a quorum. Pursuant to the Strata Property Act of British Columbia a quorum is one-third (1/3) of the eligible owners entitled to vote to be in attendance or by proxy for a General Meeting to proceed. The Property Agent informed the owners that a total of 76 units were eligible to vote and the quorum requirement under the Act would be 26 owners. The assembly was informed that there were 46 owners present and 21 owners represented by proxy. Therefore, a quorum was present and the general meeting should proceed.

4. Election of a Presiding Chair

Robert Smith asked if anyone else wished to Chair the meeting. Receiving no further volunteers to Chair the meeting, Robert Smith then called for the question:

4.1 It was MOVED (41) and SECONDED (31)

THAT the Owners of BCS 1501-Elgin Pointe approve Robert Smith to Chair the meeting.

60 in favour, 7 against

CARRIED

5. Proof of Notice of Meeting

The Owners were advised the Notice of Meeting was circulated to members on June 18, 2018. The Chair declared the Special General Meeting to be properly constituted.

5.1 It was MOVED (39) and SECONDED (8)

THAT the Owners of BCS 1501-Elgin Pointe accept Proof of Notice of the Special General Meeting of June 18, 2018 as presented.

CARRIED

The Chair advised owners the number of votes necessary for a majority would be 34 votes and this number could change if there were late arrivals to the meeting. The Chair then requested that owners speaking from the floor use the microphone, wait to be acknowledged by the Chair, display their voting card and state their name.

6. Approval of the Agenda

The Chair called for a motion to approve the Agenda. An owner moved to add an item requiring that the resigning council members explain in detail their reasons for resigning. The Chair responded that he had spoken with each resigning council member individually prior to this meeting and the resigning council members had advised it was in the best interests of the owners at BCS 1501 to move ahead with the election of a new council and avoid discussions which may be personally uncomfortable.

6.1 It was MOVED (43) and SECONDED (47)

THAT the Owners of BCS 1501-Elgin Pointe add an item to the Agenda for resigning members to explain their irreconcilable differences.

15 in favour, 46 opposed

DEFEATED

6.2 It was MOVED (46) and SECONDED (59)

THAT the Owners of BCS 1501-Elgin Pointe approve the Agenda as presented.

CARRIED

7. Introductions

The meeting Chair introduced the Property Agent (Cristin Corneille) and the Managing Broker for Peninsula Strata Management Ltd. (David Huggins). The Chair also introduced two invited guests (George McAffer and Tom Akam) who were invited to serve as scrutineers. Both guests volunteer along with Bob Smith at the Volunteer Cancer Drivers Society.

7.1 It was MOVED (41) and SECONDED (21)

THAT the Owners of the BCS 1501-Elgin Pointe approve the appointment of the Scrutineers.

CARRIED

8. Adoption of Previous General Meeting Minutes, March 26, 2018

The Chair advised that the minutes from the Annual General Meeting held March 26, 2018 had been previously circulated.

8.1 It was MOVED (61) and SECONDED (64)

THAT the Owners of the BCS 1501 - Elgin Pointe approve the minutes from the Annual General Meeting of March 26, 2018 as presented.

CARRIED

9. Rules of Order

The Chair read the Rules of Order. An owner (31) advised that counting of the secret ballot votes should not be done outside of the room. It was agreed by the Chair to have the votes counted in the room. An owner (6) asked if there would be a motion at the end of the meeting to destroy the ballots and the chair confirmed there would be. The same owner asked for clarification regarding the numbering of the ballots and if these numbers would correspond to strata lots. The Chair confirmed the numbers would not correspond to individual strata lots.

9.1 It was MOVED (41) and SECONDED (8)

THAT the Owners of the BCS 1501 - Elgin Pointe approve the Rules of Order

CARRIED

10. Election of a New Council for the Remainder of the 2018/2019 Fiscal Year

The Chair asked for nominations and volunteers from the floor to serve on council. Nine owners accepted the nomination: Glenn Roy (68), Peter Alpen (47), Gordon Buttolph (45), Pat Douglas (54), Linda Hensman (31), Sylvia Palmer (76), David Moreau (43), Claudia Jantzi (60), and David Mori (36). The nominees were then given three minutes each to speak about themselves and why they wanted to serve on council. Each nominee did this and nominee David Mori spoke to the ownership then withdrew his name for nomination. The Chair then asked for a motion to close the nominations.

10.1 It was MOVED (41) and SECONDED (58)

THAT the Owners of the BCS 1501 - Elgin Pointe close the nominations for council
CARRIED

The Scrutineers then accompanied an owner next door to print off 67 ballots with the names of the nominees listed in alphabetical order. The Property Agent initialled and numbered each ballot. Owners subsequently came forward to present their voting card(s) and obtain their ballot.

An owner arrived late to the meeting. The Chair informed owners of the late arrival and that a majority would be 35 votes. The Property Agent asked the scrutineers to print off another ballot (#68) for the late arrival.

Ballots were completed and returned to the Property Agent to initial and hand back to owners to place in the ballot box.

The scrutineers read each ballot vote to the Property Agent and observed as she tallied the votes. Once the tabulating of all of the ballot votes was completed, the Property Agent informed the Chair seven names had received a majority of votes and these names were: Peter Alpen, Gordon Buttolph, Pat Douglas, Linda Hensman, Claudia Jantzi, Sylvia Palmer and Glenn Roy. The Chair thanked all of the nominees and asked the seven owners who received a majority vote to remain after adjournment to determine council positions.

The Chair was reminded of the vote to destroy the ballots. The Chair asked for a motion to destroy the ballots.

10.2 It was MOVED (44) and SECONDED (3)

THAT the Owners of the BCS 1501 - Elgin Pointe approve destroying the ballots
CARRIED

11. Closure

The Chair asked for a motion to terminate the meeting.

11.1 It was MOVED (4) and SECONDED (18)

THAT the Owners of the BCS 1501 - Elgin Pointe declare the Special General Meeting closed

CARRIED

11.2 The SGM terminated at 8:46 p.m.

Robert Smith, Chair

Cristin Corneille, Property Management Agent

*Following the closure of the SGM, a brief meeting was held with the Property Agent and the council to determine council positions. The positions are as follows:

President	Linda Hensman
Vice President	Pat Douglas
Treasurer	Gordon Buttolph
Secretary	Sylvia Palmer expressed an interest in taking on the Secretarial role but suggested council check with the absent council member (Glenn Roy) first to see if he wanted to be Secretary. This position will be confirmed at the July council meeting.
Members at Large	Peter Alpen, Claudia Jantzi and Glenn Roy (to be confirmed)

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
June 25, 2018

Minutes of the BCS1501 Elgin Pointe strata council meeting held **June 25, 2018**
At the clubhouse, 14655 32nd Avenue, Surrey, BC

COUNCILLORS PRESENT: Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Norma Eaton, Councillor at Large
Dave Mori, Councillor at Large

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

Owner-observers: Brian Eaton
Agnes and Harold Ens
Hazel Lindenbach
Sharon Mori
Carole and Don Nimchuk

REGRETS: Linda Hensman, President

1.1 CALL TO ORDER

The meeting was called to order at 2:58pm.

1.2 MOTION TO DEFER NON-URGENT ISSUES

It was **MOVED (Buttolph), SECONDED (Douglas) and CARRIED** that any agenda item which is not critical or urgent be deferred for the new council to deal with. (A Special General Meeting is scheduled for July 9, 2018 for the purpose of electing a new council).

2. ADOPTION OF PREVIOUS MINUTES (for Meeting of May 28, 2018):

Councillor Eaton had numerous items she wanted clarified in the previous minutes; however, as her concerns were neither errors nor omissions, they have been included elsewhere in these minutes. Refer to items 5.13, 8.4 and 8.5.

On this basis, it was **MOVED (Eaton), SECONDED (Buttolph) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of May 28, 2018.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.4 Councillors' Objections to Motions
8.5 Delegation of Council Duties

4. FINANCIAL

4.1 Financial Statements as of May 31, 2018:

Contingency Reserve Fund (CRF) balance was \$191,792, on track to meet year-end projection of \$251,216.

4.2 Accounts Receivable as of May 31, 2018: \$22,135 comprised of 13 overdue Special Levy Assessments plus one outstanding strata fee of \$63. The Special Levy Fund totals \$117,928.

As of the June 25 meeting date, seven of the 13 outstanding assessments have been received reducing the number in arrears to six. *Payment was due May 31, 2018.*

4.3 Petty Cash Reconciliation as of June 25, 2018: \$68.10 balance on hand.

It was **MOVED (Buttolph), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the financial statements as above.

Council Treasurer Buttolph prepared a reconciliation overview as attached (4 pages).

5. BUSINESS ARISING

5.1.1 Gutter Caulking Repairs: Councillor Buttolph reported that 48 mitre joints were repaired. The contractor, Kymar Gutters, identified additional repairs required in the amount of \$300, for a total of \$2,938. Payment was authorized as previously approved at the May 28 Council meeting.

It was noted that one unit was missed on this work order. Will be done next time.

5.1.2 Gutter Project (update): Deferred for new Council.

5.2 Exterior Lights – Photocell Repositioning (update): Owner, Steve Thackray, volunteered to assist with this project. Parts totalling approximately \$75 have been ordered to replace and realign the sensors.

Steve also advised that storing plastic bags in the electrical room, as is current practice, contravenes the fire code. The bags will be relocated.

He also advised that by identifying the serial numbers of the electrical meters Council will be able to track usage online to better understand and audit BC Hydro billing.

Thank you, Steve, for your assistance!

Councillor Eaton requested that Steve's certification be verified. Steve confirmed that he is a certified electrician and an electrical engineer.

Property Manager Corneille confirmed that owner volunteers are covered under the strata insurance policy.

5.3 Trimming of the Fascia Boards: All units to be painted this year in the 3rd and final painting phase have been done for which the cost is \$3,597.83. The remaining units, which were painted in 2016 or 2017, are yet to be done but will be.

It was **MOVED (Alpen), SECONDED (Douglas) and CARRIED** that Elgin Pointe Council approves the payment of \$3,597.83 (from exterior painting fund).

- 5.4 **Exterior Painting Project (update):** Under way. As a result of some seepage issues with the high-pressure hoses used to power wash, going forward the rear French doors will be cleaned by hand, not power washed.

It has also been noted that following the pressure washing, a few plants were damaged and possibly dying. It is thought this could be due to the mild cleaning solution used. Councillor Alpen to follow up with the painting contractor. Also, BC Plant Health will be on site for another matter and Vice-President Douglas will ask them to look at the damaged plants and offer an opinion.

Subsequent to the meeting, BC Plant Health stated that the plants in question were likely damaged by vehicle exhaust and could recover.

- 5.5 **Dryer Vent Cleaning:** Deferred for new Council.

- 5.6 **Clubhouse Hot Water Tank Replacement:** Quote from Enersave is \$1,260 + tax.

It was **MOVED (Eaton), SECONDED (Douglas) and CARRIED** that Elgin Pointe Council approves the quote.

Councillor Buttolph advised that a programmable thermostat with a fan will also be installed. This will allow better air circulation and heating.

- 5.7 **Pressure Washing:** Quote from Apex Property Maintenance is \$4,950.00 + tax for driveways and walkways of houses plus \$2,750.00 + tax for visitor and reserved parking stalls. Total: \$7,700.00 + tax.

It was **MOVED (Douglas), SECONDED (Palmer) and CARRIED** that Elgin Pointe Council approves the combined quote. Property Manager Corneille to arrange.

- 5.8 **Roof Repair:** In the queue. There have been several follow-ups for a start date for the work but it is a busy season for roofing contractors and this is a small job. Thank you to the owners who have been extremely patient and understanding.

- 5.9 **Utilization of the Clubhouse and Social Committee (update):** Deferred for new Council.

- 5.10 **Parking Stall Line Repainting:** Approved. This work cannot be done until stalls have been pressure washed.

- 5.11 **Cedar Hedge Replacement (update):** At no cost to the Strata, Councillor Eaton had, a personal contact, who she stated was an arborist, look at the damaged/dead cedar trees at the entrance. This person provided suggestions and an indication of cost to replace the cedars which had been removed.

It was specifically noted that the removal of several of the entrance hedge trees was done without permission of Council and that due process was not followed. Council had approved examining the trees but not removing any.

Other proposals and options are required for consideration before a final recommendation is made to owners about possibly replacing the hedge. Deferred for new Council.

- 5.12 **Enterphone Replacement:** Deferred for new Council.

- 5.13 **Common Property (CP) versus Limited Common Property (LCP):** Council discussed this item in order to provide further detail with specific emphasis on garages and outdoor space (patios, back yards, reserved parking stalls). Some of the concerns relate to the interpretation of the BC Strata Property Act and require further investigation.

It was **MOVED (Buttolph), SECONDED (Eaton) and CARRIED** that this be a topic for discussion at the next Annual General Meeting (2019) and that prior to the AGM educational sessions be held for owners once a common understanding of this issue has been agreed by Council and its legal representatives.

- 5.14 **Visitor Parking Passes:** Deferred for new Council.

- 5.15 **Window Washing:** Awaiting quote.

- 5.16 **Landscaping Contract:** Deferred for new Council.

- 5.17 **Snow Removal Contract:** Councillor Mori voiced concern that the strata was billed for salting and sanding last winter which was either not necessary or was not carried out as per the invoices received. Property Manager Corneille will follow up with the vendor to review the records.

- 5.18 **June Social and Sporting Event:** By all accounts this was a huge success!

11 golfers played at the Peace Portal Par 3 course.

Great prizes were generously donated by Peter Alpen (Councillor) and Faye Gougeon. Brian Eaton also donated several good quality used golf balls so everyone was able to help themselves before starting out.

45 people attended the barbeque and bocce ball tournament. There was lots of wonderful food to eat and the weather was ideal. Dave Anderson and Don Nimchuk manned the borrowed barbeques (loaned by Glenn Roy and Blake Stewart).

A special thanks to Bob Smith for arranging the golf tournament and to Lorraine Peck for arranging the social afterwards and to all who donated time, food and prizes to make the day the great social success it was!

- 5.19 **Window Coverings (front door transom window):** Councillor Eaton has found an adhesive window film which is unobtrusive from the outside yet provides privacy inside and is very reasonably priced. She has installed it on her front door transom window as a test and sample.

6. COMMITTEE REPORTS

- 6.1 **Gardening and Landscaping:**

- 6.1.1 **Upgrading sprinkler system:** Deferred for new Council.

- 6.1.2 **Tree Issue (Removal and City of Surrey) – behind unit 33:** Councillor Mori met with a representative from the City of Surrey who examined the tree and advised that it appears to have sustained a traumatic event at about 1/2 to 2/3 of its life causing it to now lean. However, he stated that the tree appears healthy and suggested the City could be called annually to inspect it.

As with any tree on City land about which there is concern, if City Hall is called they will send an arborist to inspect the tree(s) at no cost to owners.

- 6.2 **Maintenance:** No specific update is required as maintenance issues have been covered elsewhere in these minutes. It is noted that all open tasks for the Maintenance Committee will be completed before, or as soon as possible after, the upcoming SGM regardless of the outcome of the vote.

→ All owner-observers were asked to leave at this time.

7. CORRESPONDENCE

7.1 – 7.49 See attachment: (3 pages)

8. NEW BUSINESS

- 8.1 **Transom Windows:** Deferred for new Council.
- 8.2 **Minutes in Draft – Review of Due Process Whereby Draft Minutes Are Reviewed by All Council Members Prior to Publishing:** Deferred for new Council.
- 8.3 **Owner Request for Email Correspondence Between Council President and Property Management Agent:** Property Management Agent Corneille to obtain legal opinion around email correspondence within and between Council and Property Management Agent.
- Subsequent to the meeting, the owner amended the request to include all email correspondence between the Property Management Agent and all Council members.
- 8.4 **Councillors' Objections to Motions:** It was noted that councillors may request that their objection to a motion be specifically noted in the minutes.
- 8.5 **Delegation of Council's Duties:** Councillor Eaton voiced concern that the person responsible for booking the clubhouse is not a Councillor, suggesting this is a violation of the BC Strata Property Act. However, it has been subsequently clarified that under Section 25.1 of the Elgin Pointe Bylaws, *Delegation of Council's Powers and Duties*, Council does have the right to delegate authority to non-elected unit owners who volunteer their time, provided there is no delegation of authority to spend funds without pre-approval. (Delegation of authority to spend funds requires a majority approval of Council.)
- 8.6 **Capital Plan for 2019 and future years:** Deferred for new Council.
- 8.7 **Special General Meeting:** Notice was issued to owners in accordance with the Act and the meeting is scheduled for **Monday July 9, 2018 in the clubhouse**. Registration begins at 6:30pm, the meeting begins at 7:00pm.

MEETING ADJOURNED

The meeting adjourned at 5:20 pm. (*)

The next meeting is the **Special General Meeting** scheduled for **Monday, July 9, 2018** in the clubhouse. Registration begins at **6:30pm**, the meeting begins at **7:00pm**.

The next regular council meeting will be scheduled by the new council to be elected at the SGM.

* * * * *

Pat Douglas, Vice-President

Trudi Heard, Recording Secretary

(*) NOTE: As per Schedule A of the contract with Peninsula Strata Management, PSM is entitled to charge \$125 per hour or part for meetings in excess of two hours.

Attachments:

1. BCS1501 Treasurer's Report – 2018.05.31 (4 pages): refer Item 4 of minutes
2. Correspondence Issues – June 25, 2018 minutes (3 pages): refer Item 7 of minutes

DRAFT

BCS1501 – ELGIN POINTE CORRESPONDENCE ISSUES (per item 7 of minutes)
 As of council meeting of: June 25, 2018

Correspondence type: L = letter E = email P = phone call

ITEM	TYPE	ISSUE	STATUS
7.1	L	Letter from the City of Surrey denying compensation for damaged fence due to tree downed during severe windstorm.	COMPLETED
7.2	E	Dark spot on the entrance way ceiling	Ongoing – waiting for rain.
7.3	E	Leaking gutter	Ongoing – unable to make contact with owner.
7.4	E	Stain on Garage ceiling	Ongoing. Rob Carmichael has inspected. Valhalla Roofing to repair/replace membrane.
7.5	E	Wants to pressure wash concrete surfaces around unit and then seal them	COMPLETED
7.6	E	Missing mesh over downspout	Deferred.
7.7	E	Patio sealing	Approved.
7.8	E	Front entry wall - damp	Ongoing – waiting for rain.
7.9	E	Strata concerns	COMPLETED
7.10	E	Removal two rhododendrons	Approved
7.11	E	Request permission to install a window covering above front door	Covering installed.
7.12	E	Plugged gutter	COMPLETED
7.13	E	Permission to extend patio / back gates aren't closing properly	COMPLETED
7.14	E	Prune maple trees in common area	Obtaining a quote – BC Plant Health to inspect and quote on 06/26.
7.15	E	Not available to water the trees on the common area next to unit	To follow up with Landscape Liaison
7.16	E	Special levy payment reminder	COMPLETED
7.17	E	City of Surrey tree behind a strata lot	COMPLETED

7.18	E	Irrigation issues	COMPLETED
7.19	E	Mole issue	Advised mole contractor – coming 06/26.
7.20	E	Vehicle parking between units 29 and 30 without a permit	COMPLETED – Secretary checked. No identification.
7.21	E	Shrubs in the back need pruning	COMPLETED
7.22	E	Overgrown trees in the backyard	To be completed
7.23	E	Broken irrigation head	COMPLETED
7.24	E	Wasp nest	Notified pest control contractor
7.25	E	Irrigation system not working out front	Repaired
7.26	E	Irrigation issues in the back yard	Following up.
7.27	E	Moisture concern re: the basement	Carmichael did a moisture test – no moisture COMPLETED
7.28	E	AOL for patio extension	COMPLETED
7.29	E	Mole issue and irrigation issue	COMPLETED
7.30	E	Irrigation issue	COMPLETED
7.31	E	Gate opening and closing	COMPLETED
7.32	E	Gate opening and closing	COMPLETED
7.33	E	Gutter repair	To be inspected – Maintenance Committee
7.34	E	Special Levy payment	COMPLETED - Received
7.35	E	Photo cell repositioning volunteer	In progress – Maintenance Committee
7.36	E	Broken irrigation head outside of unit	To be inspected/repared
7.37	E	Diseased tree out front	Forwarded to landscape liaison (BC Plant Health to look at)
7.38	E	Special Levy payment	COMPLETED - Payment has been mailed
7.39	E	Special Levy payment – was it received?	COMPLETED - Cheque was cashed on May 10, 2018.
7.40	E	Gate post collapsing.	To be repaired - Rob Carmichael

7.41	E	Water ingress around front door from pressure washing	COMPLETED
7.42	E	Gutter repair	COMPLETED Missed in error. On make-up list for next repairs.
7.43	E	Pressure Washing water ingress through the vent	COMPLETED
7.44	E	Broken irrigation head in the back yard	Forwarded to Maintenance Committee
7.45	E	Broken irrigation line	Forwarded to external contractor
7.46	E	Front door trim paint colour	COMPLETED – paint provided to owner to repair scrapes
7.47	E	Uneven stepping stone	Deferred
7.48	E	Roof debris, clogged gutters	To be investigated – Maintenance Committee
7.49	E	Vegetable plants in front yard	Property Mgmt Agent to contact owner.

Treasurers Report as of May 31th, 2018.

For Council meeting of June 25, 2018

- 1) Financial position remains on track relative to budget.
- 2) CRF fund stands at \$191,792. Fiscal year end projection is \$251,216.
- 3) SPL fund stands at \$117,928. 13 owners were in arrears as of May 31st.
- 4) AR total outstanding \$22,135.
 - a. SPL arrears = \$22,072.
 - b. Strata fee arrears = \$63.
- 5) Petty Cash balance on hand = \$68.10

Gordon Buttolph

Treasurer BCS1501

BCS1501 CRF - FISCAL 2018.

BCS1501 CRF Reconciliation (to May 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

	Closing Balance (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain	CRF Payments (from SPL)	CRF Payments out
ACTUAL								
Jan 31 2018	\$177,435.47	\$182,234.77	\$4,583.33	\$0.00	\$0.00	\$245.97	\$0.00	\$0.00
Feb 28 2018	\$182,334.30	\$167,651.66	\$4,583.33	-\$19,385.63	\$0.00	\$219.19	\$0.00	\$0.00
Mar 31 2018	\$167,651.66	\$172,458.26	\$4,583.33	\$0.00	\$0.00	\$223.27	\$0.00	\$0.00
Apr 30 2018	\$172,458.26	\$191,792.32	\$19,111.41	\$0.00	\$0.00	\$222.65	\$0.00	\$0.00
May 31 2018	\$191,792.32							
FORECAST								
June 30 2018	\$0.00	\$200,249.67	\$8,215.35	\$0.00	\$0.00	\$242.00	\$0.00	\$0.00
July 31 2018	\$0.00	\$200,255.67	\$8,215.35	\$0.00	\$0.00	\$248.00	\$0.00	\$0.00
Aug 31 2018	\$0.00	\$208,726.02	\$8,215.35	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00
Sept 30 2018	\$0.00	\$217,203.37	\$8,215.35	\$0.00	\$0.00	\$262.00	\$0.00	\$0.00
Oct 31 2018	\$0.00	\$225,687.72	\$8,215.35	\$0.00	\$0.00	\$269.00	\$0.00	\$0.00
Nov 30 2018	\$0.00	\$234,190.07	\$8,215.35	\$0.00	\$0.00	\$287.00	\$0.00	\$0.00
Dec 31 2018	\$0.00	\$242,699.42	\$8,215.35	\$0.00	\$0.00	\$294.00	\$0.00	\$0.00
Jan 31 2019	\$0.00	\$251,215.77	\$8,215.35	\$0.00	\$0.00	\$303.00	\$0.00	\$0.00
Total		\$251,215.77	\$98,584.20	-\$19,385.63	\$0.00	\$5,039.08	\$0.00	\$0.00
Per Unit		\$3,305.47						

2018 Budget	\$385,584.00
Operating Costs	\$286,919.20
CRF Contribution	\$58,584.80

BCS1501 SPL - FISCAL 2018.

BCS1501 SPL Reconciliation (to May 31st, 2018) and Forecast to YE (January 31st, 2019).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2018 Budget)

ACTUAL	Closing Balance (from Statements)	Balance (calculated)	SPL Contributions (from Special Assessment)	SPL (Bank Interest)	SPL Payments out	SPL Balance (to CRF)
Jan 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feb 28 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mar 31 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apr 30 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May 31 2018	\$117,927.74	\$117,927.74	\$117,927.74	\$0.00	\$0.00	\$0.00
FORECAST						
June 30 2018	\$0.00	127,939.74	\$15,000.00	\$12.00	-\$5,000.00	\$0.00
July 31 2018	\$0.00	125,029.99	\$7,072.25	\$14.00	-\$10,000.00	\$0.00
Aug 31 2018	\$0.00	39.99	\$0.00	\$14.00	-\$125,000.00	\$0.00
Sept 30 2018	\$0.00	39.99	\$0.00	\$0.00	\$0.00	\$0.00
Oct 31 2018	\$0.00	39.99	\$0.00	\$0.00	\$0.00	\$0.00
Nov 30 2018	\$0.00	39.99	\$0.00	\$0.00	\$0.00	\$0.00
Dec 31 2018	\$0.00	39.99	\$0.00	\$0.00	\$0.00	\$0.00
Jan 31 2019	\$0.00	0.00	\$0.00	\$0.00	\$0.00	-\$39.99
Total		\$0.00	\$139,999.99	\$40.00	-\$140,000.00	-\$39.99
Avg. Per Unit			\$1,842.11			

2018 Budget	\$140,000.00
Special Assessment	\$140,000.00

BCS1501 - FISCAL 2018
 PETTY CASH BALANCE SHEET - 5/2018
 Council Meeting June 25th, 2018

STATUS	INVOICE DATE mm/dd/yy	OPENING BALANCE	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING BALANCE	PAID TO	UNIT #	ITEM DESCRIPTION	ACCOUNT CODE
C/B	02/01/2018	\$301.65	\$0.00	\$0.00	\$0.00	\$301.65	Opening Balance			
PAID	02/01/2018	\$301.65	\$22.23	\$0.02	-\$22.25	\$279.40	Gordon Buttolph	45	Ring Binders (5) for Storage room records	6601
PAID	03/21/2018	\$279.40	\$28.95	\$0.00	-\$28.95	\$250.45	Linda Hensman	31	Gift for departing Council member (Lorraine Peck)	6601
PAID	04/02/2018	\$250.45	\$16.22	-\$0.02	-\$16.20	\$234.25	Pat Douglas	54	Cutting Spare Keys (Mail box & Storage room)	6601
PAID	04/17/2018	\$234.25	\$150.42	-\$0.02	-\$150.40	\$83.85	Harold Ens	35	Fire Hydrant Paints (Red & White)	6307
PAID	05/29/2018	\$83.85	\$31.20	\$0.00	-\$31.20	\$52.65	Gordon Buttolph	45	Fence repair: Rail & Ties	6307
PAID	05/29/2018	\$52.65	\$5.10	\$0.00	-\$5.10	\$47.55	Gordon Buttolph	45	Fence repair: Connector Rod and Clamps	6307
PAID	06/07/2018	\$47.55	\$7.18	-\$0.02	-\$7.20	\$40.35	Lorraine Peck	3	Club House Supplies	6601
PAID	06/18/2018	\$40.35	\$78.44	-\$0.01	-\$78.45	-\$78.10	Steve Thackray	57	Photo cell repair items	6307
RECEIVED	06/19/2018	\$78.10	\$17.85	\$0.00	\$0.00	\$139.75	Gordon Buttolph	45	Petty Cash Advance	
PAID	06/20/2016	\$139.75	\$71.68	\$0.01	-\$71.65	\$68.10	Becky Kronstad	8	Club House Supplies	6801

BCS1501 - FISCAL 2018
 Social Committee Funds - OFF BALANCE SHEET
 Council Meeting June 25th, 2018

06/15/2018 \$14.00 From Golf Tournament Fees

